



CHICAGO STATE UNIVERSITY

Physical Facilities, Planning & Management

9501 S. King Drive/ O&M 200
Chicago, IL 60628
T 773.995.2140
F773.995.3291

Construction Remodeling & Renovation Request Form

# \_\_\_\_\_

Date: \_\_\_\_\_ Department Name \_\_\_\_\_

Requestor Name & Extension \_\_\_\_\_

Contact Name & Extension \_\_\_\_\_

Building Name and Room Number(s) affected: \_\_\_\_\_

Proposed Scope of Work: \_\_\_\_\_

Multiple horizontal lines for additional information.

Project Manger Assigned & Consultation Date \_\_\_\_\_

Approval options: Approved, Conditionally Approved, Denied, Comments:

Signature and title of Director, Physical Facilities

Estimated Budget \_\_\_\_\_

Scope of Work Revisions (attach additional sheet if needed) \_\_\_\_\_

Account Number (project will be funded from) \_\_\_\_\_

Fiscal Officer of Account (print name) \_\_\_\_\_

Fiscal Officer Approval (signature) \_\_\_\_\_

The necessary approval is needed from your line of supervision from one of the Vice Presidents listed below. Additionally, the President's signature is required.

Signature and title of Provost and Vice President, Academic Affairs

Signature and title of President, Chicago State University

Or Vice President, Administration & Finance

Or Vice President of Enrollment Management



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**Memorandum**

To: CSU Campus Community

From: Physical Facilities, Planning & Management

Date: July 3, 2014

Re: Construction Remodeling & Renovation Request Form

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To better service your requests Physical Facilities Planning & Management (PFPM) utilizes the Construction Remodeling & Renovation Request Form for requests of the following nature to include but not limited to:

- **Renovations and Remodeling projects estimated below \$250,000.**
- **Requests which require multiple trades (ie carpenters and electricians).**
- **Requests which require work to be performed by outside contractors.**
- **Remodeling to include change in carpet, ceiling or painting.**
- **Renovation to include removal of walls, change in mechanical devices, specialty lighting or equipment connection.**

PFPM accepts requests between July 15 through March 15 in any year from Fiscal Officers. These dates align with CSU Purchasing and Budget Department timelines. Once a request is received, a Project Manager consultation will be scheduled within 1-2 weeks. During the consultation, there will be a review of your scope of work so that an estimated project budget may be determined. The form will be returned back to you within two (2) weeks indicating approval (with budget estimate), conditional approval or denial.

The Requestor must be the Fiscal Officer over the funds intended for the project. Requestors are asked to provide funding source information prior to the start of the project. Requestors must have available funds throughout the duration of the project.

The Requestor must obtain the necessary signatures to proceed with the project. All renovation and remodeling projects must have the approval of the President regardless of the nature of the work or dollar amount. PFPM will not complete the process of a request without the President's approval on the form. If the Requestor is not the President's direct report, the form must also be signed by the appropriate Vice President.

PFPM asks that if you coordinate with PFPM before purchasing equipment other than office equipment or ITD equipment which requires electrical power other than 110V, mechanical or plumbing connections, space outside of or larger than what can be accommodated in the current configuration. Also, the University utilizes standard colors for all painting and staining regardless of the source of funding. Colors may be viewed at O&M by appointment with the Painter's Foreman.

If you have questions please call our office at x2140. Thank you.