



### REQUEST FOR REMODELING PROJECTS

Please complete this form outlining your remodeling request and forward it to your Dean's office for approval and submittal to The Physical Plant Campus Renovation Services to initiate a project. Return completed form via email to

[crsadmin@lists.wisc.edu](mailto:crsadmin@lists.wisc.edu)

#### Work Requested:

**Building Name and No.:** \_\_\_\_\_  
**Existing Room Function:** \_\_\_\_\_  
**Existing No. of Occupants:** \_\_\_\_\_

**Location/Room(s):** \_\_\_\_\_  
**New Room Function:** \_\_\_\_\_  
**New No. of Occupants:** \_\_\_\_\_

**Description of Requested Work:** (Briefly describe work being requested. If you would like to provide more information regarding the project or equipment, please include as attachment) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Schedule/Constr. Constraints:** \_\_\_\_\_  
**Budget Limitations:** \_\_\_\_\_

#### Contact Information:

**College/Unit:** \_\_\_\_\_  
**Department:** \_\_\_\_\_  
**Chair/Director:** \_\_\_\_\_

#### Project Main Point of Contract:

**Name:** \_\_\_\_\_  
**Building:** \_\_\_\_\_  
**Room No.:** \_\_\_\_\_  
**E-mail:** \_\_\_\_\_  
**Phone:** \_\_\_\_\_

Additional stakeholders to be copied on project correspondence:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

#### Request First Process Step:

(Please carefully read the descriptions below)

- Preliminary Budget:** An accelerated step with a brief description of the scope of work and an estimated cost range, usually based on a single site visit. Most applicable when needing general figures for funding requests, grant applications, and fundraising efforts. Upon request an early feasibility study of the primary issues, problems, considerations and important aspects of a proposed project will be conducted. This may include a scope of magnitude high-level pricing estimation.
- Full Service Assessment:** A slightly more detailed report on the existing site conditions and desired scope of work, and a line-item estimate, sometimes including a schematic design (when needed to define the scope of work)
- Design:** Construction documents can be produced either in the form of a worklist or drawings. Other items that may be part of the construction documents are furnishings orders, contracts for finishes, and specifications.

#### Approvals:

**Justification for the requested work:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Director Approval:** \_\_\_\_\_

**Approval Date:** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

**Dean's Office Approval:** \_\_\_\_\_

**Approval Date:** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

**Funding Source(s):** \_\_\_\_\_

A single person, with authority to approve funding expenditures and construction documents, must be assigned as the main point of contact. If you wish to designate a signatory authority and have not already done so, please complete the delegated signatory form located on the Campus Renovation Services page on the Physical Plant website.

For additional information and links refer to: <http://physicalplant.wisc.edu/campus-renovation-services.htm>