**Project Request Form Part 1**

Date: Click here to enter a date. PR #: Click here to enter text.

**Instructions: This form is utilized for all Additions, Remodeling, Renovation or Change of Space Use. Please complete electronically and E-mail to *hunterw@gcpsmail.com.* If possible, please include a drawing as an attachment. Leave spaces blank if unsure of the answer. Gadsden County Maintenance will complete the rest of the form and return a copy to the requestor for final approval. PLEASE NOTE: This form is a request to review a proposed change and will not be converted into a Project until it receives executive approval. Please keep a copy for your records and don’t hesitate calling Maintenance if you need assistance*.* It is the intent of this form to be completed totally by e-mail, no printing necessary.**

**Project Name:** Click here to enter text.

**Type of Project:** Choose an item.

**Requestor’s Name:**  Click here to enter text.

Title: Click here to enter text.

Phone Number: Click here to enter text.

E-mail: Click here to enter text.

**Project Location:**

Building: Choose a Building

Room Number: Click here to enter text.

**Project Description:** Please provide a detailed description of the requested work with any special requirements. If desired, sketch the proposed changes on a separate sheet and attach with this form.

|  |
| --- |
| Click here to enter text. |

**Justification:**

|  |
| --- |
| Click here to enter text. |

**Preferred Schedule:** Note: The assigned Project Manager will contact you to develop project scope and schedule. Maintenance will make every effort to meet the preferred schedule.

Start: Click here to enter a date. Finish: Click here to enter a date.

**FUNDING SOURCE**

**Maintenance Account:** (Provided by Maintenance and requiring Superintendent approval)

**Other:**

Account Name: Click here to enter text.

Account Number: Click here to enter text.

GL Code(s): Click here to enter text.

*If Funding source is “OTHER”, please obtain appropriate Budget Manager approval below*

**BUDGET APPROVAL**

Click here to enter Name Click here to enter a date

Budget/Account Manager Date

**STOP: *Forward to Requestor’s Principal or Director for approval***

I have reviewed this request on Click here to enter a date and approve its submittal.

**Name of Principal or Director:** Click here to enter name.

**STOP: *Forward to Bill Hunter,*** [***hunterw@gcpsmail.com***](mailto:hunterw@gcpsmail.com)

***for scope development and estimating***