REQUEST FOR REMODELING PROJECT

Please complete this form and have it approved and signed by your Dean's office.
Once you have secured approvals, create a work request in **Assetworks ReADY** (https://go.wisc.edu/fpm-ready)
and attach the signed form to that work request.

Work Requested:

Building Name and No.: _____   **Location/Room(s):** _____

Existing Room Function: _____   **New Room Function:** _____

Existing No. of Occupants: _____   **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)

_____

_____

_____

_____

_____

Schedule/Construction Constraints: _____

Budget Limitations: _____

Contact Information:

College/Unit: _____

Department: _____

Chair/Director: _____

Project Main Point of Contact:

Name: _____

Building: _____

Room No.: _____

E-mail: _____

Phone: _____

Additional Stakeholders to be copied on project correspondence(s):

_____

_____

Request First Process Step:
(Please carefully read the descriptions below)

Full Service Assessment: A 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.

If you have questions, please contact Customer Service at ppcustomerservice@fpm.wisc.edu.