

Facilities: Project Request Form

Completing a Project Request - Notes

This form shall be used to initiate investigation when it seems that any development work is required (new build, conversions, refurbishment, new installations, etc) that will have an impact on the Lancaster University estate and its infrastructure services.

The form is designed to capture sufficient basic information for an initial assessment to be made on the priority of the proposed work, the availability of funds, the expected "size" of the project and on how it might best be dealt with.

It's important to complete the basic information required on the form at the outset, so that these assessments can be made without unnecessary duplication or delay. More detailed information will be required later, as any project proceeds.

Project Title

A unique and descriptive **Project Title**

Location

Where the work is needed (to whatever accuracy is known).

Originator

Which end users group will use the facilities created, and **who** is authorised to co-ordinate between the end users and Facilities, in giving more detailed information as the project development proceeds. If not the Head of Department, this person should have the Head's authority to provide this information, so that no conflict arises.

Project Objective

What is the project for. (This means more than just "what work is required?" The purpose should *always* be stated. In setting priorities and assessing the best course of action, especially for larger projects, it's necessary to understand the purpose behind a proposal.

For example, "To provide office space for 5 new members of staff", is a statement of purpose;

Description of the works required

A brief statement of what proposed works are required. This will help determine the nature of the work trades involved. For example, "To subdivide room B22 with new brick wall, decorated to match surrounding's" is a specific proposal.

Timing

Realistic dates of **When** the work could start and finish subject to a more detailed programme being produced as the project development proceeds.

Note that "as soon as possible" is usually unhelpful in planning work schedules, and also early dates may not be possible. Comments on the reasons for particular times are most useful.

Funding



A statement of how it is intended to meet the cost of the project, including the identification of the funding source, the relevant account codes and the value of the budget source that is available to undertake the project.


At the early stages, the final costs may not be known, but identification of and the value of the proposed funding source will be. This information assists Facilities in making their resource and programming assessments.

Who will authorise the budget spend


Here, the Faculty Dean or Head of Department confirms that the details given in section 1-8 are correct and that the Project Request should proceed to Facilities. This will be done electronically.


The Form

For any fields which have  to the right, you can start typing what you are looking for. The system needs a minimum of 2 or 3 characters, depending on which field it is to return any results. If you can't find what you are looking for click the  button to pop up a search box.

Where you see the  symbol, you can click on this to show some useful help on the related field.

If you need any help, please contact [Facilities](#)


 **Facilities Project Request**



 For guidance on submitting a project request please read the [Project Request Guidance](#) document

Project Title


Unique Project Title


Project Location


Property * 

Space *  


Project originator



Requestor 


Department 


Project objective & Description of works required 

Project Timing

 Please enter realistic dates of when the work could start and finish subject to a more detailed programme being produced as the project development proceeds. Note that "as soon as possible" is usually unhelpful in planning work schedules, and also early dates may not be possible. Comments on the reasons for particular times are most useful.



Earliest start date  



Latest finish date 

Timing restraints 

Funding Resource

Funding source (Please note budget available) Department own resource
 External bid application
 Capital funding
 Another source

Account / Budget Code *  

Name of Faculty Dean / Departmental Head?  

Supporting documents