# Project Request Form

## Facilities

### 1 PROJECT TITLE

Unique Title:

### 2 PROJECT LOCATION

Building Name: Area / Room Ref:

### 3 PROJECT ORIGINATOR

Name: Faculty:
Position: Department:
Email Address: Tele:

### 4 PROJECT OBJECTIVE

### 5 DESCRIPTION OF WORKS REQUIRED (supplement with other available information where possible)

### 6 PROJECT TIMING

Earliest Start Date: Latest Finish Date:
Timing Constraints:

### 7 FUNDING RESOURCE (must be fully completed)

<table>
<thead>
<tr>
<th>Budget Holder Name</th>
<th>Funding Source</th>
<th>Account / Project Code</th>
<th>Budget Available</th>
</tr>
</thead>
<tbody>
<tr>
<td>Position:</td>
<td></td>
<td></td>
<td>£</td>
</tr>
<tr>
<td>Dept. own Resources:</td>
<td></td>
<td></td>
<td>£</td>
</tr>
<tr>
<td>External Bid Application:</td>
<td></td>
<td></td>
<td>£</td>
</tr>
<tr>
<td>Capital Funding:</td>
<td></td>
<td></td>
<td>£</td>
</tr>
<tr>
<td>Another Source:</td>
<td></td>
<td></td>
<td>£</td>
</tr>
</tbody>
</table>

### 8 OTHER COMMENTS

### 9 AUTHORISATION SIGNATURE

The following name must confirm that the above details are correct and that the project request may proceed on to Estate Management.

Name of Faculty Dean / Departmental Head:
Date:
Name Printed:
Tele:

Completed Form to be returned to: Facilities Admin, University House
Facilities will provide a response to your request within 21 days from receipt.

<table>
<thead>
<tr>
<th>ESTATE MANAGEMENT</th>
<th>Office use only</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date Rec’d</td>
<td>File Ref. No.</td>
</tr>
<tr>
<td>Assigned To.</td>
<td>Comments.</td>
</tr>
</tbody>
</table>

PRF-2007/06
Background
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.

Notes on the Information Required
The numbered sections record the following kinds of information:

1 PROJECT TITLE
A unique and descriptive Project Title

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

3 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.

4 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;

5 DESCRIPTION
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.

6 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.

7 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.

8 OTHER COMMENTS
For any important points not noted elsewhere.

9 SIGNATURE
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.

QUERIES: Any queries on the use of this form, or suggestions for its improvement, can be addressed to the Facilities Office. Helpdesk 93333