

# REQUEST FOR REMODELING PROJECTS

1. Complete form and forward to Dean's Office
2. Form must be reviewed and signed by Dean's office
3. Submit completed form to Work Order Center: [servicerequest@uwm.edu](mailto:servicerequest@uwm.edu)

Project Location: \_\_\_\_\_ Requestor: \_\_\_\_\_  
Department: \_\_\_\_\_ Email: \_\_\_\_\_  
Date: \_\_\_\_\_ Telephone: \_\_\_\_\_

**Project Location:** \_\_\_\_\_

**Project Description/Special Requirements:**

**Justification/Explanation** (reasons and factors that make the project necessary):

Funding Source(s): \_\_\_\_\_ Available Funds: \_\_\_\_\_  
Target Start Date: \_\_\_\_\_

*\*All start dates are contingent on timely customer approvals.*

**Action Requested (please check one):**

- Prepare a general scope and definition of the proposed project. Include preliminary impressions of feasibility, budget costs range, timing constraints, and any other information useful to the Dean's Office.
- Provide full project assessment including architectural and engineering analysis and preliminary cost assessment.
- No preliminary cost assessment is necessary. Please analyze the project for feasibility and follow up with design documents for approval.

Director Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Dean Approval: \_\_\_\_\_ Date: \_\_\_\_\_