

Project Intake Form - 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

Project Location: _____ Requestor: _____
Department: _____ Email: _____
Date: _____ Telephone: _____

Project Number (for office use only): _____

Project Description/Special Requirements:

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

Funding String(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: _____