

**Facilities Services
Construction/Renovation**

**Project k
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MTSU Facilities Services Department (FSD) is accountable for providing the maintenance and operation of physical facilities, including mechanical and electrical systems and building maintenance and repairs; utilities for the campus; environmental health and safety services; construction/renovation services; grounds services; custodial services; and their related activities. FSD operates the steam and chiller plants, maintains the utility systems, and provides engineering and energy management support to the university.

To facilitate implementation of major projects involving FSD (i.e. faculty grant projects, installation of new equipment, building modifications, etc.), completion of this form is required prior to planning and developing your project. Completion of this form will provide information to determine if a special project request form 1 (SP-1) will be needed, to develop budget requirements and timelines, and will help with planning your project successfully.

This form may be saved to your system with the data entered to date. You can reopen the form and finish completing. This form does NOT replace the submission of the necessary work orders, special project forms, requisitions, or purchase orders once specific needs and tasks have been identified. To submit a work order or SP-1, go to http://www.mtsu.edu/facserv/work_request_forms.shtml.

Prior to starting your project, consultation with FSD is required. Various aspects of the project may be discussed at the consultation, including:

1. Building modifications and code requirements (i.e. Americans with Disabilities Act (ADA) etc.)
2. Additional or specific electrical requirements
3. Additional plumbing connections
4. Heating, ventilation, and air conditioning (HVAC) modifications
5. Venting requirements
6. Access control requirements
7. Security devices
8. Additional Data or communication devices

Step 1: Complete the following information:

Date Initiated:

Project k /Grant Primary Investigator:

Name:

Campus Address:

Phone #: Email Address:

This designated project /primary investigator is responsible for initiating and maintaining communication with all involved FSD .

Project Description: Describe in detail the project purpose, justification, and desired completion date.

Step 2: Complete the information below to the best of your ability.

If your project requires any of the following, check yes and explain. Otherwise check no.

1. Building modifications
a. Yes No

2. Electrical requirements
a. Yes No

3. Plumbing connections
a. Yes No

4. HVAC Modifications
a. Yes No

5. Venting Requirements
a. Yes No

6. Access Control Requirements
a. Yes No

7. Security Devices
a. Yes No

8. Data or Telephone Communication Devices

a. Yes No

9. Other anticipated needs:

Step 3: Contact Terri Carlton at 898-5382, tcarlton@mtsu.edu for consultations and assistance in further completion of the

Step 4: # _____ **#** _____ **k** _____ **o** _____

Signatures:

**Project Requester/
Primary Investigator:** _____ Date _____

Name

Signature

**Department Head/
Supervisor:** _____ Date _____

Name

Signature