

**Tennessee State University  
Facilities Management  
In-House Project Request Form**

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

**Purpose of Form:** To initiate and assist with planning, design, and construction estimating, and implementation of project requirements.

**When to Use:** When a department has a need for a project to be implemented within a definite timeframe, and funding source has been identified. Examples include: departmental relocations, furniture / work station configuration, interiors upgrades, furniture procurement, or renovations.

Prior to starting your project, consultation with Facilities Management (FM) is required. Various aspects of the project may be discussed during the consultation, including but not limited to:

1. Building modifications and code requirements (i.e. Americans with Disabilities Act (ADA) etc.
2. Electrical, HVAC, mechanical, or plumbing components
3. Access control requirements
4. Security and Safety devices or systems
5. Data or communication devices
6. Furniture layout and specifications

**The project development process is as follows:**

1. A completed project form is e-mailed to Steve Gillette at [sgillette@tnstate.edu](mailto:sgillette@tnstate.edu).
2. The form is assigned to a Project Manager for implementation.
3. The project manager will contact the requester and confirm the funding / project information, and meet on-site.
4. A cost estimate will be developed to help with customer's budgeting.
5. Confirmation of funding in the estimated amount must be established, to proceed. This must be confirmed by e-mail.
6. Project manager meets with customer for consultation and development of project, and an expected schedule.
7. Project is design, and bid documents are prepared.
8. Project is built, completed, inspected by all pertinent parties, and accepted when/ as appropriate.

Please Note: Workmanship, materials, and equipment warranty is enforced for 1 calendar year; beyond that, future physical requirements will be satisfied with maintenance work orders.

**Form IP-1**

**Step 1: Complete the following information:**

**Department Requesting:** \_\_\_\_\_

**Requested By:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_ **Office Location:** \_\_\_\_\_

**Project Location:** \_\_\_\_\_ **Room Number(s):** \_\_\_\_\_

**Department Currently Occupying Space:** \_\_\_\_\_

**Funding FOAP:** \_\_\_\_\_ **Estimated Project Budget:** \_\_\_\_\_

**Description of work requested (give as much information about the request as possible – submit only one request at a time, unless they are related):**

**Signatures:**

**Primary Contact:** \_\_\_\_\_ **Phone** \_\_\_\_\_ **Date** \_\_\_\_\_ **Email:** \_\_\_\_\_  
Name

**Department Head/  
Supervisor:** \_\_\_\_\_  
Name

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Signature- **Director or Dean** Date

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

**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

Yes No

6. Access Control Requirements

Yes No

2. Electrical requirement

Yes No

7. Security Devices

Yes No

3. Plumbing connections

Yes No

8. Data or Telephone Communication Devices

Yes No

4. HVAC Modifications

Yes No

9. New Furniture or Space Planning Needs

Yes No

5. Venting Requirements

Yes No

10. Other anticipated needs:

Yes No

**Space Assessment**

1. Is this a request for “new” space (not assigned to you currently)? If no, go no further.

Yes No

2. If yes, has a space request been submitted for approval?

Yes No

3. Has the request been approved?

Yes No