

MINNESOTA STATE UNIVERSITY MOORHEAD
FY09 University Funded Facility Improvement Request Form

Part A: (expand/adjust section or "field" spacing on forms as needed)

Date: _____
Name: _____
Department/Unit: _____
Supervisor: _____
VP/Division's _____
Priority FY09: _____

Please indicate the type of project:

_____ Remodeling of existing space
_____ Expansion/new construction of space
_____ Other (please describe) _____

Please indicate the category with closest "fit":

_____ Classroom (general purpose, lecture, seminar)
_____ Laboratory (requires special purpose equipment)
_____ Office Facility (office and conference rooms)
_____ Study (study, reading, library processing)
_____ Special Use (athletic, technical area, specialized activity)
_____ General Use (assembly, exhibition, lounge, recreational, meeting)
_____ Support (e.g., Institutional support e.g., post office, shop, storage)

- 1) Describe the anticipated construction and/or remodeling requirements of the request. Include a floor plan, identifying and comparing the current layout with the proposed layout. Also describe any additional equipment, furniture, utilities, and landscaping requirements. Include any additional on-going staffing that may be required as a result.

- 2) Explain the need which precipitated the request and what will be accomplished if the project is funded. Explain how the project will address issues such as Life/Safety Codes, Support the University's Strategic Plan, Preserve the Useful Life of Facility Infrastructure, Provide a Major Benefit to Students/Programs, Improve Space Utilization, and assure that, if funded, the

project can be Supported by Existing Utilities and Infrastructure. As appropriate, include all relative supporting data.

- 3) Identify rough estimated cost of project. (After submittal, estimate will be reviewed professional facility staff and refined as appropriate).
- 4) Identify proposed/desired project funding source e.g., Dept/Division unallocated operating carry-forward, Planning and Budget Council special allocation and/or FY09 R and R budget:

Part B:

Example Form: Complete form below as suggested in this example

PROJECT DESCRIPTION	Location	FY09	FY10	FY11	Total
Renovation of classroom 201	CA				
- planning/design		\$3,000			\$3000
- remove / remodel walls to hallway			\$15,000		\$15,000
- add new doors			\$2,500		\$2,500
- replace classroom furniture			\$6,000		\$6,000
TOTAL	-----	\$ 3,000	\$23,500		\$26,500

USE THIS FORM FOR FY09 REQUEST: Complete Item Description with Cost Estimate total(s) and submit WITH the attached Part A.

PROJECT DESCRIPTION	Location	FY09	FY10	FY11	Total
Estimate Total Cost:	-----				