



Request for Project Services

Project requests will be reviewed and evaluated by F&S and UPDC

Submit all project requests to fsupdc.requesttps@utoronto.ca

A	PROJECT INFORMATION		
	Applicant:		Application Date:
	Department:		
	Primary Contact Person:	Phone Number:	Email:
	Building Name and Number:	Affected Floors:	Affected Room Number(s):
	Proposed Project Name:		
	Purpose and Expectations of this Project: <i>(Describe scope of work with as much detail as possible. Attach drawings, photos, other relevant information)</i>		
B	PROJECT COST		
	Anticipated Project Budget:	Anticipated Donation or Grant:	
C	SCHEDULE		
	Requested Project Start Date:		
	Are there schedule constraints driving the schedule?:		
	When do you want to be using this space?:		
D	PROJECT COMPONENTS CHECKLIST		
	<u>List A - General (mandatory):</u>		
	Architectural	Landscape	Classroom
	Structural	Heritage	Office
	Mechanical		Lab
	Electrical		Demolition
	Has this area been renovated via a grant or within the last 5 years?		
	If lab, has EHS been contacted?		
	Other: _____		
	<u>List B - Specific (complete if possible):</u>		
	Exterior Envelope	Roof Replacement	Phone
	Loss of Parking	Audio / Visual	IT / Data
	Lab Equipment	Furniture	Security
	Office Equipment	Floor Finishes Replacement	Hazardous Material Abatement
	Specialty Equipment	Occupant Load Change	Bio-Safety Containment Upgrade
	Lighting Replacement	Accessibility Upgrades	
	Change of Use From: _____ To: _____		
E	APPLICANT SIGNATURE		
	Name (please print):	Title:	
	Signature:	Date:	
F	CHAIR / DEAN APPROVAL		
	Name (please print):	Title:	
	Signature:	Date:	