



Facilities Services, Campus Planning and Projects

Project Request Form

Please print and complete this form, and present it to your Department Chair/Director and Dean or Vice President for their approval and signature prior to submitting to FSCPP. Forms should be returned to us at inspaces@lehigh.edu or to the Logistics Coordinator at FSCPP via Campus Mail. If you have questions about these procedures, please contact Facilities at 610-758-5310.

Requestor Information

Requester Name:

Title:

Phone Number:

Dept.:

Email:

Requested Project Information

Proposed Location:

Proposed Room/Space:

Type of Project: Feasibility Study/Estimate Renovation New Construction

Project Description:

Accommodations – What accommodations will the department make for any users who will be displaced from the space or otherwise affected by the project? If required accommodations are not within the requesting department’s space, please review online space policy on our website and complete Space Request Form, if applicable.

Funding Source: I.e., department, college, other/TBD – please explain. A specific index is required with typical funding of a minimum of \$5000 for estimate and/or schematic design/scope. FSCPP can give Order of Magnitude costs only.

Desired Completion Date:

Additional Information:

AUTHORIZING SIGNATURES:

Department Chair/Director: _____ Date: _____

Dean or Vice President: _____ Date: _____

FSCPP: _____ Date: _____