**PROJECT INTAKE FORM Date:**

Please use this form to initiate a new Planning, Design & Construction (PDC) project,

*PDC services are required on all UCCS projects that:*

1. *Modify an existing space*
2. *Increase/decrease the number of occupants within an existing space*
3. *Change the function of an existing space (i.e. Changing a conference room into an office)*
4. *Results in new facility construction*
5. *Requires planning or design consultancy*
6. *Requires the reconfiguration of furniture in an existing space.*

**Stakeholder Name:**

**School/College/Office:**

**Phone Number:**

**Email:**

**Funding Source/ Speedtype:**

**Anticipated Budget:**

**Anticipated Completion Date:**

**Request:** Please provide a brief description of your request including room numbers.

**Does your request involve a "change of function"** including repurposing or reallocating space? (See item 3 above, and Campus Policies 400-006 and 400-011).

Yes\_\_\_\_\_ No \_\_\_\_\_

If “No”, then submit this form directly to pdc@uccs.edu

If “Yes”, then the following approvals are required. Submit your VC approved requests through the VCAF Policy and Space Program ([mfergu10@uccs.edu](mailto:mfergu10@uccs.edu)) for review and approval by VCAF.

Approved by:

Dean/Director: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_

Provost/VC: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_

VCAF: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_

**Please submit this completed form to:**

[**pdc@uccs.edu**](mailto:pdc@uccs.edu)

*Next steps: We will contact you to discuss the project parameters and anticipated schedule.*

**For Planning, Design & Construction use only**

Assigned to Project Manager

Name:

Date: