



SPECIAL PROJECT REQUEST FORM

NUMBER:

Note: Special Projects are those defined as a work request that changes or modifies an existing structure, adds a new structure or requires maintenance work beyond routine repairs or preventative maintenance. It includes building renovations, modifications, or installation of new equipment requiring services such as electrical, plumbing, heating, or cooling equipment.

WORKORDER ATTACHMENT

Project, Modification, or Construction:

Department:

Date Requested:

Phone Number:

Requested By:

Building:

Room Number:

PROJECT DESCRIPTION

UAD / Department Head Signature: _____

SPECIAL PROJECTS COMMITTEE ONLY

Approved

Disapproved

On Hold

Date: Reviewed:

Signed By:

REASON/COMMENTS: