



Montana Technological University Project Consideration Information

Fiscal Year _____

Proposed Project Title: _____

The purpose of this project information form is to determine the potential impact of physical facilities, utility systems, code implications, etc. to evaluate the feasibility of potential projects and to render an opinion of probable costs. For more complex projects, it may be necessary to engage contractors or design professionals to accomplish this. If this is needed, the requesting department shall be responsible for all costs incurred during the assessment phase, as well as design and construction costs.

Project Information:

Requestor: _____

Dept: _____

Phone Number: _____

Email: _____

Dean / Dept. Head (Signature Required): _____

Date: _____

Building or Exterior Space: _____

Room Number of Space: _____

Funds Available (\$): _____

Index _____

Request Funds Consideration (circle one): Yes or No

Project Estimate or Proposal Cost (\$): _____

Project Type (circle one): New Equipment Space Remodeling Exterior Site Work

Detailed Project Description: (provide as much information as possible, including information on potential equipment / utility loads and needs, change in occupancy load, etc. Attach additional pages if necessary.)

Check all that apply:

- _____ Change in egress, interior circulation or path of travel
- _____ Increase in occupancy or change in usage classification
- _____ Increase in electrical loads or addition or change in outlets
- _____ Change in fire alarm or fire suppression systems

- _____ Addition or change in telephone or data outlets
- _____ Change in building HVAC systems or change in load
- _____ Change in locks, keys, or door hardware
- _____ Change in building plumbing systems
- _____ Change in exterior site work
- _____ Change in hours of operation (potential operating cost impact)
- _____ Other significant impact (explain)

After this form is completed and approved by Director, Dean or Department Head, it should be sent to the Director of Physical Facilities by campus email – lsessions@mtech.edu. The Director will review this request with the Vice Chancellor of Finance and Administration for prioritization with all other campus project requests. Deadline to submit this form each calendar year is March 31st. If you need project costing assistance from facilities, this form should be submitted by January 31st each year.