



**Western Kentucky University
Planning Design and Construction
PROJECT REQUEST FORM (PRF)**

PDC USE ONLY

Project Number:

Project Manager:

Email this completed form to Planning Design and Construction at PDC@wku.edu.

Building Name:	Building Code:	Room Number or Area:
Requester Name:	Requester Phone	Requester Email:
Department:	PDC Project Manager Request:	
Project Budget/Anticipated Cost:	Is Project fully funded? Yes <input type="checkbox"/>	
Account Number/s to be used:	No <input type="checkbox"/>	
Funding Index:		
<input type="checkbox"/> E & G Index	<input type="checkbox"/> Grant Index	<input type="checkbox"/> Foundation Index
<input type="checkbox"/> Auxiliary Index		
Proposed Project Name:	Date Needed to start:	

Briefly explain the benefit to your department and goal of your project:

Briefly describe the project, purpose, scope of work, and urgency (critical deadline):

Common types of Projects: (check all that apply)		Common Project Services: (check all that apply)	
<input type="checkbox"/>	New Office/Office upgrade	<input type="checkbox"/>	Electrical (lighting/light switches/receptacles)
<input type="checkbox"/>	New finishes	<input type="checkbox"/>	HVAC (heating and cooling)
<input type="checkbox"/>	Electrical	<input type="checkbox"/>	Plumbing (sinks, lab)
<input type="checkbox"/>	Landscape upgrades	<input type="checkbox"/>	Audio Visual
<input type="checkbox"/>	Lighting Improvements	<input type="checkbox"/>	New Flooring
<input type="checkbox"/>	Exterior Improvement	<input type="checkbox"/>	New Paint
<input type="checkbox"/>	HVAC project (improve indoor air quality)	<input type="checkbox"/>	IT related services
<input type="checkbox"/>	Roof/building envelope Improvements	<input type="checkbox"/>	New Signage
<input type="checkbox"/>	ADA Project	<input type="checkbox"/>	Window treatments
<input type="checkbox"/>	Classroom Improvement	<input type="checkbox"/>	New walls
<input type="checkbox"/>	Farm	<input type="checkbox"/>	Fire/smoke detection
<input type="checkbox"/>	Hazardous Materials	<input type="checkbox"/>	Carpentry (cabinets, trim, doors, hardware)

Does this project support the goals of the WKU Strategic Plan?	
<input type="checkbox"/>	Academic Innovation and Excellence
<input type="checkbox"/>	Student Success and Experience
<input type="checkbox"/>	Diversity Equity and Inclusion
<input type="checkbox"/>	Research Scholarship and Creative Endeavors
<input type="checkbox"/>	Budgeting Efficiency and Infrastructure
<input type="checkbox"/>	This project is not related to our Strategic Plan

Signatures:

Requester:	
Department Head:	
Dean:	
*President Cabinet:	

*Note: Program change or increase and cost of operation costs will require President Cabinet Signature