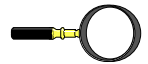


REQUEST FOR CONSTRUCTION OR REMODELING PROJECT

- 1. Request Date
- 2. Name of Project
- 3. Location/Campus/Room
- 4. Requested by _____ 5. Supervisor
- 6. Description of Project
(IMPORTANT: See reverse side for instructions.)



7. Statement of Need based on Wis. Admin. Code, TCS 5.04(4)(d) 1-4: (IMPORTANT: See reverse side for instructions.)

8. Department Approvals:

I concur that the project represents a significant need, and recommend that it be considered for implementation. Note: The approvals below only authorize additional investigation by Construction Services. Additional approvals, at both the District & State (WTCS) level are required.

SIGNATURE: Dean or Department Head Date

SIGNATURE: Administration, i.e. Executive V.P. or Division Director Date

SIGNATURE: Vice President, Administrative Services Date

INSTRUCTIONS

Construction and remodeling projects are budgeted on a District-wide basis rather than by individual departments. This form must be filled out completely, including all required signatures, to receive consideration for possible implementation.

If you wish to resubmit a project, you may avoid unnecessary duplication of effort by obtaining a copy of the previously submitted project form from the Construction Services Department, Room M106, Milwaukee Campus.

Note the following guidelines for completing portions of the form:

Name of Project

Provide a descriptive title that will indicate the type of project.

Description of Project

Completely describe the project. Indicate the scope of the project, including estimated floor areas, equipment, and any special requirements, such as electrical, plumbing, heating or cooling, and movable furniture requirements. Attach a separate sheet, if necessary, showing a basic floor plan.



Statement of Need

Prepare a complete statement indicating the need for the project and the benefit to the District in compliance with the WI Administrative Code, *TCS 5.04(4)(d) 1-4*. Specifically provide:

"A report relating programmatic and student requirements, and the needs of business and industry, to the need for remodeling of existing facilities. The report shall include data indicating the need for remodeling of existing facilities based upon:

An analysis of the needs of business and industry for persons with new skills and persons with updated skills.

An analysis of changing and emerging technologies within the district.

An analysis of available student stations and the need for additional student stations, including a consideration of the needs of persons with handicaps.

Enrollment trends for the district, including placement data for all program areas and the program area to be expanded."

Provide documented recommendations from advisory committees or accrediting agencies. Also include information that will indicate the effect on the efficiency of the physical plant. List any energy conservation proposal included in your request. Identify the department to which the room is presently assigned. Indicate the alternatives considered for this request.

NOTE: This form is not to be used for building repair, routine maintenance or replacement projects, such as replacement of worn carpeting, replacement of torn window shades or blinds, repainting defaced or dirty walls, repairing doors or storage cabinets, etc. Send an internal requisition (Form G:01) with appropriate signed approval to Building Services for such items whenever they need attention. You may prefer to contact Building Services at your campus by phone.