

CF&amp;R No.: \_\_\_\_\_

UNIVERSITY OF UTAH  
CAPITAL FACILITIES & REMODELING

REMODELING REQUEST

FISCAL YEAR

Project Title: \_\_\_\_\_

**Project Request Submitted by:**

Select Cognizant VP: \_\_\_\_\_

Name: \_\_\_\_\_ Position: \_\_\_\_\_

Department: \_\_\_\_\_

College: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Priority: \_\_\_\_\_ E-mail: \_\_\_\_\_

Contact Person (same as above: Yes No )

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ E-mail: \_\_\_\_\_

**Request Summary:**Remodel Type: \_\_\_\_\_ Estimated Total Project Cost: \_\_\_\_\_  
(If no estimate, leave blank)

Project Number: (If already existing) \_\_\_\_\_

Source of Project Cost Estimate: \_\_\_\_\_

**Funding Sources:**

Committed Department Funds: Yes No Amount: \_\_\_\_\_

Dean or Director of Funding: Yes No Amount: \_\_\_\_\_

VP Funding: Yes No Amount: \_\_\_\_\_

Net CF&amp;R Funds Requested: \_\_\_\_\_

**Department Chair Only:**

Priority: Urgent High Medium Low Rank Number: \_\_\_\_\_

**Dean or Director Only:**

Priority: Urgent High Medium Low Rank Number: \_\_\_\_\_

**Vice President Only:****Priority:****Research:** Urgent High Medium Low Rank Number: \_\_\_\_\_

or

**Remodel:** Urgent High Medium Low Rank Number: \_\_\_\_\_

Forward for Review and Prioritization

## Project Summary and Justification

Reset

Building Name: \_\_\_\_\_ Building No.: \_\_\_\_\_

Room Number(s) or Other Location Details (Parking Lot Number, etc.):

---

### Project Summary and Justification:

---

### Department Chair Comments/Approval:

---

Chair Name: \_\_\_\_\_ Date: \_\_\_\_\_

### Dean/Director Comments/Approval:

---

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

Submit to Vice-President

### Vice President Comments/Approval:

---

Vice President Name: \_\_\_\_\_ Date: \_\_\_\_\_

VP Only - Submit & Print

---

**The Capital Facilities & Remodeling Committee will review and prioritize all requests submitted.  
You will be notified of The Committee's action as soon as possible following the completion of the review process.**

---