

University Construction Request

OFFICE USE ONLY
CR-1 No.:

Use this form to request construction within space already assigned to your program. For furniture within space already assigned to your program, see the FR-1 form. All proposed construction (demolition and/or building of facilities improvements using traditional materials and skilled labor) must be approved, in advance. Submit the completed form to the Chief Facilities Officer for approval at Facilities@tamusa.edu. Construction requests for Projects for the start of Fall Semester must be submitted by March 31.

Requesting Department:	Date	e:	
Requesting Person:		Phone:	
Requesting Person's Email:			
Source of Funding (Acct. Name): Acct. Number:		·	
Date space related action is needed:			
Briefly explain your goal or wants and wl	hy this project is necessary or important.		
Is any new furniture and/or equipment no	needed?		
☐ No, the Department will move exist	ting furniture and equipment.		
\square Yes, and I have attached the FR-1 (University Furniture Request) Form.		
Is the Department requesting a re-designation conference room to office)?	nation of space associated with this project (i.e. c	hange room use from	
☐ No, the Department will continue to	o use the space as currently designated.		
☐ Yes, and I have attached the SR-1 ((University Space Request) Form.		
As Department Head , I concur with reques	est	Date:	
As Dean/Director , I concur with request		Date:	
As Provost/Vice President , I approve reque	iest	Date:	
Chief Facilities Officer and VP of Business	Affairs Comments:		
As Chief Facilities Officer , I give my appro	coval	Date:	
As VP of Business Affairs , I give my final		Date:	