

## PROJECT REQUEST FORM

**Complete form and email to [mlovejoy@umbc.edu](mailto:mlovejoy@umbc.edu)**

**Design and Construction Services  
Facilities Management Department**  
University of Maryland, Baltimore County  
102 Facilities Management Building  
1000 Hilltop Circle  
Baltimore, MD 21250

PHONE: 410 455-5664  
Voice/TTY: 410 455-3233  
WEB: [www.fm.umbc.edu](http://www.fm.umbc.edu)

**Project Requests** Are addressed on a first come first serve basis upon review by the Division of Administration and Finance. A fund source is required on the project request form.

**Summer Projects** Must be submitted by September 15th to assure completion the following Summer. Very small projects may be scheduled for completion during Winter break when submitted by September 15th.

**Backlog** Please be advised that there is typically a backlog of projects. You will be contacted regarding your project request as soon as possible.

**REQUEST DATE** \_\_\_\_\_ **DEPARTMENT** \_\_\_\_\_

**BUILDING** \_\_\_\_\_ **ROOM(S)** \_\_\_\_\_

**FUND SOURCE** \_\_\_\_\_

*(Chartstring is required)*

**PROJECT DESCRIPTION** - If description exceeds space provided, submit additional info on separate sheet(s).

### SUBMITTING DEPARTMENT APPROVALS

**REQUESTOR -  
Must be Director or Department Chair**

NAME \_\_\_\_\_

PHONE  \_\_\_\_\_ EMAIL \_\_\_\_\_

TITLE \_\_\_\_\_ DATE \_\_\_\_\_

SIGNATURE \_\_\_\_\_

**Approved by Division or College - VP, AVP or Dean**

NAME \_\_\_\_\_

PHONE  \_\_\_\_\_ EMAIL \_\_\_\_\_

TITLE \_\_\_\_\_ DATE \_\_\_\_\_

SIGNATURE \_\_\_\_\_