PROJECT REQUEST FORM

Complete form and email to acarroll@umbc.edu

Facilities Management
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

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 August 15th to be considered for completion the following Summer. Very small projects may be considered for completion during Winter break when submitted by August 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)

APPROVED BUDGET/FUNDING AMOUNT: _____

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 X_____ EMAIL _____

TITLE _____ DATE _____

SIGNATURE _____

Approved by Division or College - VP, AVP or Dean

NAME _____

PHONE X_____ EMAIL _____

TITLE _____ DATE _____

SIGNATURE _____