

PROJECT REQUEST FORM

Complete form and email to jrexing@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

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 _____