

**MINNESOTA STATE UNIVERSITY MOORHEAD**  
**Facility Planning Request**  
**FY11**

**Date:** \_\_\_\_\_  
**Name:** \_\_\_\_\_  
**Department/Unit:** \_\_\_\_\_  
**Supervisor:** \_\_\_\_\_  
**VP/Division's** \_\_\_\_\_  
**Priority FY11:** \_\_\_\_\_

Please indicate the type of project:

\_\_\_\_\_ Remodeling of existing space  
\_\_\_\_\_ Expansion or construction of college space  
\_\_\_\_\_ Other (please describe) \_\_\_\_\_

Please indicate the category:

\_\_\_\_\_ Classroom (general purpose, lecture, seminar)  
\_\_\_\_\_ Laboratory (requires special purpose equipment)  
\_\_\_\_\_ Office Facility (office and conference rooms)  
\_\_\_\_\_ Study (study, reading, library processing)  
\_\_\_\_\_ Special Use (athletic, media, production specialized in primary activity)  
\_\_\_\_\_ General Use (assembly, exhibition, food lounge, recreational, meeting)  
\_\_\_\_\_ Support (e.g., institutional wide support e.g., post office, shop, storage)

- 1) Describe the anticipated construction and/or remodeling requirements of the request. Include a floor plan, identifying and comparing the current layout with the proposed layout. Also describe any additional equipment, furniture, utilities, and landscaping requirements. Include any additional on-going staffing that may be required as a result.
  
- 2) Explain the need which precipitated the request and what will be accomplished. Include all relative data.

- 3) Prepare budget estimate. (As necessary, contact Physical Plant for assistance)
- 4) Proposed funding source e.g. Department/Division operating; special allocation, R & R budget:

**Example: Complete form below as suggested in this example**

PROJECT DESCRIPTION	Location	FY11	FY12	FY13	Total
Renovation of classroom 201	CA				
- planning/design		\$3,000			\$3000
- remove / remodel walls to hallway			\$15,000		\$15,000
- add new doors			\$2,500		\$2,500
- replace classroom furniture			\$6,000		\$6,000
<b>TOTAL</b>	-----	\$ 3,000	\$23,500		\$26,500

**For Fiscal Year 2011**

**Using This Form: Complete Item Description with Cost Estimate total(s) and submit with the attached.**

PROJECT DESCRIPTION	Location	FY11	FY12	FY13	Total
Estimate Total Cost:	-----				