



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: _____

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 why this project is necessary or important.

Is any new furniture and/or equipment needed?

- No, the Department will move existing furniture and equipment.
- Yes, and I have attached the FR-1 (University Furniture Request) Form.

Is the Department requesting a re-designation of space associated with this project (i.e. change room use from conference room to office)?

- No, the Department will continue to use the space as currently designated.
- Yes, and I have attached the SR-1 (University Space Request) Form.

As **Department Head**, I concur with request _____ Date: _____

As **Dean/Director**, I concur with request _____ Date: _____

As **Provost/Vice President**, I approve request _____ Date: _____

Chief Facilities Officer and VP of Business Affairs Comments:

As **Chief Facilities Officer**, I give my approval _____ Date: _____

As **VP of Business Affairs**, I give my final approval _____ Date: _____