Western Kentucky University
Planning Design and Construction
PROJECT REQUEST FORM (PRF)

PDC USE ONLY
Project Number:
_____
Project Manager:
_____

Email this completed form to Planning Design and Construction at PDC@wku.edu.

Building Name:	Building Code:	Room Number or Area:
Requester Name:	Requester Phone	Requester Email:
Department:		PDC Project Manager Request:
Project Budget/Anticipated Cost:		Is Project fully funded? Yes ☐
Account Number/s to be used:		No ☐

Funding Index:

☐	E& G Index	☐	Grant Index	☐	Foundation Index	☐	Auxiliary Index

Proposed Project Name:	Date Needed to start:

Briefly explain the benefit to your department and goal of your project:

Briefly describe the project, purpose, scope of work, and urgency (critical deadline):

Common types of Projects: (check all that apply)		Common Project Services: (check all that apply)	
☐	New Office/Office upgrade	☐	Electrical (lighting/light switches/receptacles)
☐	New finishes	☐	HVAC (heating and cooling)
☐	Electrical	☐	Plumbing (sinks, lab)
☐	Landscape upgrades	☐	Audio Visual
☐	Lighting Improvements	☐	New Flooring
☐	Exterior Improvement	☐	New Paint
☐	HVAC project (improve indoor air quality)	☐	IT related services
☐	Roof/building envelope Improvements	☐	New Signage
☐	ADA Project	☐	Window treatments
☐	Classroom Improvement	☐	New walls
☐	Farm	☐	Fire/smoke detection
☐	Hazardous Materials	☐	Carpentry (cabinets, trim, doors, hardware)

Does this project support the goals of the WKU Strategic Plan?	
☐	Academic Innovation and Excellence
☐	Student Success and Experience
☐	Diversity Equity and Inclusion
☐	Research Scholarship and Creative Endeavors
☐	Budgeting Efficiency and Infrastructure
☐	This project is not related to our Strategic Plan

Signatures:

Requester:	
Department Head:	
Dean:	
*President Cabinet:	

*Note: Program change or increase and cost of operation costs will require President Cabinet Signature