

PROJECT INITIATION REQUEST

SUBMIT TO: OCISrequests@uoit.ca

(include e-mail approval from department/faculty PBO with submission)

Request Date

Faculty/Department

Contact name

Phone

E-mail

PROJECT INFORMATION

Project Name

Project Priority

Category of project

If other, please describe

Proposed Project Funding

Is Space Required?

Yes

If yes, please choose one:

New Space Request

No

Re-allocation of current faculty/department space

Requested Project Completion Timeline (*must be minimum of 45 days from the date of project initiation request submission*)

Possible Project Constraints (*examples: space availability, room scheduling, lab requirements, active research projects, etc.*)

PROJECT DETAILS

**** Include floor plans and/or photos with form submission e-mail.**

Please provide project details including the following as required:

- Proposed layout details. For rework of existing space, please include the room number/area identification and existing layout details.
 - Specific functional requirements (example: item X needs to be beside item Y).
 - Requirements including furniture, lighting, AV, data, phone, electrical, water, gas, air, sink, shower, counter tops, equipment, etc.
 - Security or safety requirements including any special licensing requirements.
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PROJECT IMPACT

Provide a description of the potential impact this project may have on the University. Examples may include impacts on space, programs, research initiatives, or strategic initiatives.

NEW EQUIPMENT REQUEST

Include product details, quantities & values:

FURNITURE REQUEST

**** Include photos of existing furniture with form submission e-mail.**

If applicable, identify the condition of pre-existing furniture:

Good

Fair

Poor

Outline furniture requirements including items & quantities:

Outline furniture DISPOSAL requirements including items and quantities & current location(s):

OTHER INFORMATION OR NOTES

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