

Project Initiation Request (PIR)

Complete Sections A and B and forward to Facilities Design & Construction, 165 Wilber Hall,
email to projects@oswego.edu or FAX copy to 6300

A. Requestor Information

Date: _____

Requestor's Name: _____

Phone #: _____

Department: _____ Campus Address: _____

Project Location: _____

Current Space Use: _____

Proposed Space Use: _____

Project Description: (Attach sketches if pertinent)

B. Department Dean or VP Concept Approval:

Concept Approval Signature: _____ Date: _____

Intended Funding Source: Department Operating Funds
Capital Funding (requires PC approval)
Other: _____

C. Space below for use by Facilities Services and CTS Management

Log # _____ Initial: _____ Date: _____

Forwarded to: FMO _____ Date: _____

FDC _____

CTS _____