

How Do I Request A Project

There can be various types of projects. They can consist of moving into a new space with minor maintenance to be done, window coverings, carpet, a small renovation, a major renovation, or a new building. They can also be a need of an estimate for a possible renovation. All of these can be started by going to [Project Initiation Form](#) on the Facilities Self Service Web Page.

For instructions on how to use the Project Initiation Form, click [here](#).

Minor improvements to a space, such as additional outlets, hanging of a bulletin board or pictures, etc. can be handled as normal service requests. These should go through our [Self Service](#) system. Contact [Facilities](#) for more information.

Change History

Date	Description	Changed By
21 March, 2012	Created Document	Joy Stotz