

**Instructions:**

- Please fill all the requested information below
- A scanned and signed copy of the form should be sent to facilities at [projectrequest.fod@mcgill.ca](mailto:projectrequest.fod@mcgill.ca)
- See roles and responsibilities under:

<b>SECTION TO BE FILLED OUT BY REQUESTOR</b>			
Faculty / Department:		Date:	
Building(s):		Room(s) / floor(s) or area	
Type of space (choose all that applies):	Laboratory	Mechanical room	
	Class room	Exterior infrastructure	
	Office space	Other (specify):	
Was this area renovated within the last 5 years using a CFI grant?	yes	no	
Sponsor/Client:			
Description of work:			
Expected Funding sources (Check all that applies):	<b>FUNDS</b>		
	CFI (attach RESNAF)	TLS / UTL	
	Asbestos removal	Accessibility allocation	
	Deferred Maintenance	Signage allocation	
	Facilities Improvement	Faculty Capital Budget	
	Research	Other (specify):	

*Signature:*

*Approved by:*

Requestor: <i>(write name and title)</i>	_____
	date

Department director/Chair: <i>(write name)</i>	_____
	date

Dean: <i>(write name)</i>	_____
	date

<b>SECTION TO BE FILLED OUT BY FACILITIES MANAGEMENT AND ANCILLARY SERVICES STAFF</b>				
<b>Present request was reviewed by the Technical Review Committee at Facilities Management and Ancillary Services</b>				
Implemented by:		Date:		
Assigned to:	Project Manager			
	Project Director			
	Assistant Project Manager			
	Administrative Coordinator			
Associated need(s)	Need #1		%	
	Need #2		%	
	Need #3		%	
Primary Portfolio				
Program				
Title (Building – Description)				
Project status:	Accepted (Project) – Project #			
	Accepted (Work order) – Work Order #			
	Further information required			
	Unable to proceed at this time			
	Comments:			
Signature		Signature		
François Métivier, Chair of the Technical Review Committee	Date	Name & title (if required):	Date	