NEW CONSTRUCTION REQUEST FORM
Texas Tech University Health Sciences Center El Paso

This form is required for the initiation of any new construction work at the Texas Tech University Health Sciences Center. New construction is defined as:

1. Any physical change to the existing building (new lighting, new doors, demolition, new walls, etc.)
2. The installation of equipment, furniture or cabinets that are required to be attached to the building in any way (mounted bookshelf, x-ray boxes, metal casework, etc.)
3. The installation of equipment that requires new electrical hookups, dueling or plumbing connections, or adds new heating or cooling loads to the space in which it is located.

This form is a request - not a work order. The initiation of this form will generate a proposed solution, a preliminary construction schedule, and an estimated cost. Work described on this form will not begin until all final approvals have been made. If you have any questions on this form or process, call the Plant Operations Office at 743-2070.

SECTION I. DESCRIPTION

TODAY’S DATE ___________________ REQUESTING DEPARTMENT ___________________ CONTACTPERSON ___________________ PHONE ___________________

LOCATION OF WORK-Building ___________________ Rooms ___________________

PERSONSASSIGNEDTHISSCE ___________________

DESCRIPTION OF WORK OR EQUIPMENT REQUESTED: (Describe in detail, attach drawing as necessary)

☐ NO ESTIMATE REQUIRED ☐ ESTIMATE REQUIRED

JUSTIFICATION:

SPACE WILL BE AVAILABLE ON THIS DATE ___________________ REQUIRED COMPLETION DATE ___________________

SOURCE OF FUNDING FOR PROJECT/EQUIPMENT:

FUND ORG PROGRAM ACCOUNT NAME UMC PO#

SECTION II. PRELIMINARY APPROVALS

I have reviewed the project described above and approve if in concept but reserve final approval until a cost estimate and feasibility study have been made:

_________________________________________ (typed name) ______________________ (signature) ______________________ (date)

Authorized Departmental Signature

WHEN THIS FORM IS COMPLETE, SEND ALL COPIES TO: PHYSICAL PLANT

ATTACHMENT A

HSCEP OP 61.02

March 30, 2016

COPYIES: YELLOW-Original BLUE-Plant Operations WHITE-Department