FY 2024-25 Facilities/Technology Project Request

Instructions: Departments requesting alterations to space (including furniture and finishes), additional space, or new/expanded IT systems must complete this form, including approval by the Department Head and Academic Division Chair (if applicable) and President's Staff member. Submit the completed form to Juan Viera (jviera2) for Facilities requests and Jason Parkhill (jparkhi1) for Technology requests. Send a copy of your request to Ernie Wright (ewright3) in the Budget Office. Facilities/ITS will develop the project budget and work with the Budget Office on the routing of the request. Projects which meet the College's definition of a capital project will be considered in the development of the FY 2025-26 Capital Plan. Non-capital projects will either be a) considered as part of the Facilities or ITS annual operating budgets; or b) incorporated into the requesting department's operating budget for FY 2025-26**. Please note that requests for capital projects ($75,000+) must be submitted by 12/6/2024 for consideration in FY 2025-26.** If you are unsure whether your request meets the definition of a capital project, please contact either Juan Viera (x8660) or Jason Parkhill (x7679).

Division: _____ Department Name: _____

Submitted by: _____Email: _____Date:_____

1. PROJECT DESCRIPTION:

a. **Project Location (Building/Floor/Rooms) or Software/Hardware:**

b. **Explain how the project will advance departmental, divisional, and institutional goals.** *Please refer to Swarthmore Priorities (https://www.swarthmore.edu/middle-states-accreditation-process/swarthmore-priorities).*

c. **Describe the Conceptual Program or Scope of Work.** *Attach any studies, reports or analyses that will clarify the needs addressed in this request.*

d. **List any predecessor and/or subsequent projects that are dependent on this project.** *In addition, identify any department or division with whom you are collaborating.*

e. **Describe the project timeframe and critical dates.**

f. **Provide the estimated cost and requested/anticipated funding source, if known.**

2. APPROVAL TO SUBMIT PROJECT REQUEST: (Required for Processing)

For Academic Departments

(Department Head):_____ Date: _____

(Academic Division Chair): _____ Date: _____

(Provost): _____ Date: _____

For Administrative Departments

(Department Head): _____ Date: _____

(President Staff Member): _____ Date: _____

3. SEND COMPLETED FORM:
For Facilities Requests: Juan Viera ☐ jviera2
For ITS Requests: Jason Parkhill ☐ jparkhi1
Send a copy of all requests to the Budget Office - Ernie Wright ☐ ewright3
(Note: Signatures indicate acknowledgment of the request, but do not connote approval to proceed with the project)

For Facilities/ITS/Budget Office Use Only:

Funding Source
☐ Facilities – Capital Plan
☐ Facilities – Operating Budget (Building Interiors)
☐ Facilities – Operating Budget (Maintenance)
☐ ITS – Capital Plan
☐ Operating Budget (Department Org #_____)
☐ Grant (Reference #_____)

Notes