



Renewal and Replacement (R & R) Project Initiation Form (PIF)

Definition: Maintenance of existing spaces & systems

Capital Improvements Project Initiation Form (PIF)

Definition: Reconfiguring interior OR exterior space, such as moving walls or doors

Please check the type of Project Initiation request below:

R & R Project Initiation Capital Sustainability Projects
 Capital Improvement Initiation

Please complete all sections below. Then save (**use save-as button above**) your completed PDF form and e-mail/attach completed form to George Eckhardt at GEckhardt@ColoradoCollege.edu .

Readers free download at: [ADOBE ACROBAT READER](#)

1. Requestor Information

Date Submitted: _____

Department: _____

Department Chair/Director Approving Request: _____

Form Prepared By: _____

Phone: _____ e-mail: _____

2. Person to contact for questions about the scope of work

Name: _____

Phone: _____ e-mail: _____

Requested Project Completion Date: _____

Suggested Priority Rating for R & R (choose number from below): _____ **OR**

Suggested Priority Rating for Capital Improvement (choose number from below): _____ **OR**

Suggested Priority Rating for Sustainability (choose number from below): _____

Renewal & Replacement Projects (R&R) & Sustainability Priority Ratings

- 1: The project is required immediately (next 12 months) to maintain the operational continuity/mission of the organization/school or the project addresses a demonstrable life safety or health issue.
- 2: The project is required (next 2 years) to meet current or anticipated operational continuity/mission sensitive needs.
- 3: The project is required (next 3 – 5 years) to maintain operational continuity/mission sensitive needs.

Capital Improvement Projects Priority Ratings

- 1: The project is a programmatically required (next 12 months) space improvement that insures the college's ability to satisfy 21st century facility and space function needs.
- 2: The project is a programmatically needed (next 2 years) space improvement that insures the college's ability to satisfy 21st century facility and space function needs.
- 3: The project is a programmatically desired (next 3-5 years) space improvement that insures the college's ability to satisfy 21st century facility and space function needs.

Check Project Request Type:

- Estimate Only
- Feasibility Study
- Building or Campus-wide Renewal & Replacement/Repair
- Building or Campus-wide Improvement/Alteration
- Campus Landscape/Grounds Renewal & Replacement/Repair
- Campus Landscape/Grounds Improvement/Alteration
- Mandated (Code, Regulatory, ETC.)
- Major Capital Request (New Construction/Addition)

Project Information:

Building Name: _____

Room Number or Area: _____

Campus Area/Issue (If not building related): _____

NOTES:

- 1. Funding requests for Furniture and Equipment related to projects should be submitted separately to the Capital Equipment Committee or committee chair, Enid Ruiz-Mattei at Enid.RuizMattei@ColoradoCollege.edu Please indicate that the furniture and equipment final approval is contingent on the project final approval and needs to be coordinated with the project approval and schedule.**
- 2. Any requests using department operating budget fund transfers after May 15th of the fiscal year require prior approval by the VP for Finance & Administration.**

Project Description (*Be detailed; attach sketches, plans, and project specifics including needed data and power locations*):

Your request will be reviewed by Facilities and an estimate will be provided within 30 days.

If your request is not approved as part of our Annual Capital Funding Request process, it may be included as part of the mid-year project request review, but approval is not guaranteed.

To verify receipt of faxed PIF or if you have any questions, please contact the Facilities Services at (719) 389-6568 or George Eckhardt at (719) 389.6571, or by email at geckhardt@coloradocollege.edu