

THE COLLEGE OF  
**WOOSTER**

**CAPITAL PROJECT REQUEST  
FY 2017-18**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Department: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Project location: Building/Site \_\_\_\_\_ Room \_\_\_\_\_

Academic \_\_\_\_\_ Administrative \_\_\_\_\_

Life Safety Issues: Yes \_\_\_\_\_ No \_\_\_\_\_

Fiscal year needed: FY 2017-18 \_\_\_\_\_ FY 2018-19 \_\_\_\_\_ FY 2019-20 \_\_\_\_\_

Priority: High \_\_\_\_\_ Medium \_\_\_\_\_ Low \_\_\_\_\_

**Type of project**

Feasibility/planning \_\_\_\_\_

Renovation \_\_\_\_\_

New construction \_\_\_\_\_

Code or infrastructure deficiency \_\_\_\_\_

Interior upgrade \_\_\_\_\_

Exterior upgrade \_\_\_\_\_

Equipment/systems \_\_\_\_\_

**Describe the project.**

**Describe how the project aligns with strategic objectives (mission and/or market).**

**Describe how this project furthers academic or administrative goals and any negative impact of not funding.**

**Describe the required schedule for completion.**

**Will the results of this project require the purchase of furniture or equipment? Please describe these additional requirements.**

***Estimated* project cost (including equipment and equipment) \$\_\_\_\_\_**  
**(see notes below)**

**NOTE:**

If your project involves the installation of any technology equipment (projectors, smart boards, media systems, networking, etc.), please provide the details in the “**Technology Projects, Equipment & Software Request Form**”. Ellen Falduto is available to help with costing these types of project requests.

***For additional help with costing your project, contact:***

***Stan Starr – building/renovation projects***

***Tracy Holtz – furniture/equipment/other***

Approvals:

Department Chair/Head: \_\_\_\_\_  
(Signature)

Date: \_\_\_\_\_

Provost/Vice President: \_\_\_\_\_  
(Signature)

Date: \_\_\_\_\_