



FACILITIES MANAGEMENT

COLORADO STATE UNIVERSITY

Controlled Maintenance Project Request Form

BLOCK 1: Intro Information

- Has this controlled maintenance project request been submitted previously?
- How does the proposed project align with controlled maintenance funding priorities?

BLOCK 2: Requestor Information

- Requestor's full name:
- Requestor's email address:
- Requestor's phone number:
- Requestor's college/division:
- Requestor's organization number:
- Requestor's office location- campus:
- Requestor's office location- building:
- Requestor's office location- room:
- Address info of office location:
- Would you like to include additional contacts? (optional)

BLOCK 3: Project Information

- Provide a project title:
- Provide a clear justification for this controlled maintenance project, describing the need associated with this request:
- Please provide an estimated project cost:
- Which priority level does this controlled maintenance project request fall under?
- Provide a clear justification for the priority level you chose in the previous question:
- What are the potential consequences/risks of deferring or not funding the project this FY?
- Will not funding this project lead to loss of use of the equipment and/or facility? If yes, please provide an explanation:
- Does this project directly impact research? If yes, please provide an explanation:
- Does this project impact students? If yes, please provide an explanation:
- Does this project impact health/life/safety? If yes, please provide an explanation:
- Is this project required to meet regulatory compliance? If yes, please provide an explanation:
- Project location- campus:
- Project location- building:
- Project location- room:
- Is this project a repair or replacement of the existing equipment or infrastructure? If yes, please provide an explanation:
- Do repair and replacement activities effectively reduce risk by protecting assets over the long term, preventing unexpected failures, maintaining business continuity, and ensuring operational stability? If yes, please provide an explanation:
- Is this project anticipated to occur in phases and/or have subsequent projects? If yes, please provide an explanation:
- Will this project reduce energy consumption or positively support campus sustainability goals? If yes, please provide an explanation:
- Is the project space currently assigned to your department/college? If no, who is the space currently assigned to?
- Will any space need to be vacated as a result of this project? If yes, provide building name and room number:

BLOCK 4: Dean/VP Contact Information

- Dean/VP full name:
- Dean/VP email address: