





# PRE-CONSTRUCTION PROJECT APPROVAL FORM INSTRUCTIONS

## **FORM INSTRUCTIONS:**

Projects are requested via a Facilities Management AIM work order, email, Project Planning Pre-Construction Form or a Chancellor's Office allocation order.

If a permit or architect is required, the requester is assigned a Project Manager.

## **PROJECT MANAGER (PM) or REQUESTER**

- Initiates Pre-Construction Project Request form, filling in **SECTION A, as best as possible**
- Project manager emails to requester to complete, along with a proposal, copying Facilities Administration at [smcguire@csus.edu](mailto:smcguire@csus.edu).

## **REQUESTER**

- Fills in **SECTION B-D** authorizing pre-construction project request form.
- Submits signed form via email to Facilities Administration: [smcguire@csus.edu](mailto:smcguire@csus.edu) or via mail to Facilities Management, Attn: Administration, Campus Zip 6002.

## **WHEN THE FEASIBILITY PRE-CONSTRUCTION IS COMPLETE**

- The PM / Estimator prepares a 2-7 or cost estimate including all soft costs and contingency.
- The PM / Estimator and requestor agree on scope, schedule and budget.

## **IF THE PROJECT IS APPROVED TO MOVE TO DESIGN AND CONSTRUCTION**

- For projects estimated to exceed \$100,000, a signed Construction Project Approval Form is required.
- The project will be scheduled by Facilities Management based on resource availability and campus priorities.