



Facilities Management

PRE-CONSTRUCTION PROJECT APPROVAL FORM

California State University, Sacramento

Please fill out sections A, B, C & D and return signed form to Susan McGuire: smcguire@csus.edu.
Detailed form instructions on page 3. This form could be used for studies, feasibility and design needs.

A. Project Description

Project Manager:	Date:	
Project Title:	Estimated Budget:	
Project Brief Scope:		
Building Name / Abbreviation:	Suggested A/E or Contractor:	
Amount Requested for Pre-construction:	Start Date:	End Date:

B. Requester Information

Name:	Phone:
Email:	
College:	Department:

C. Funding Source: Chartstring/Speedtype

Speedtype / Chartstring for Pre-construction:				
Funding Source / Chartstring for Full Project (if known):				
Full Project Funding Source (if known):				
UBAC/President	Chancellor's Office	Department/ Division	Central Reserves	Self-Support

D. Department Approvals

Department Contact:

Print Name:

Email:

Phone#:

Program Center/AVP/Director:

Print Name:

Signature:

Date:

E. Facilities Management Approving Authority:

Victor Takahashi, Director, Planning, Design & Construction

Signature:

Date:

F. Additional Comments:

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.

REQUESTER

- Fills in **SECTION B-D** authorizing pre-construction project request form.
- Submits signed form via email to Facilities Administration: 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.