Advice on how to complete this form and information on the project request process can be obtained by contacting your Property Services Client Relations Manager. Completed forms should be forwarded to your CRM. Information on Client Relations Managers can be found on the Property Services Web Portal or can be obtained from the Manager, Corporate and Client Services on ext. 52463.

Are you requesting a budget cost estimate only or are you asking for a project to proceed, please tick the appropriate box:

☐ Budget cost estimate only — estimate will be returned to Client with no further action taken at this time.

☐ Proceed with project — budget cost estimate will be obtained. If this estimate is higher than the “Client Expectation of Cost” (see below) the Project Request will be returned to the Client for approval of the new cost and be resubmitted for approval to proceed.

Portfolio: .............................................................. Cost Centre number: .........................

School / Group / Company: ........................................................................................................

Contact name: ........................................ Title: .................................................................

Tel: .................. Fax: .................. Mobile: ..................

e-mail: .............................. Signature: .............................. Date: .... / .... / .....
Requested completion date for estimate/project (please specify): ........................................

- Please note that estimates require a minimum period of 2 weeks from receipt of sufficient details for most minor works and longer for works of a more complicated nature. If a shorter completion date is essential contact should be made with the Client Relations Manager as soon as is possible.

Justification for proposed work:

- Eg. In terms of profile changes, research and innovation initiatives, strategic linkages, addressing student and/or staff concerns, regulatory or OH&S issues, risk management, etc. Please provide detail.

Client expectation of cost:

Operating Budget:

- $1 - $4,999

The following categories represent Capital Expenditure:

- $5,000 - $19,999
- $20,000 - $49,999
- $50,000 – $99,999
- $100,000 - $199,999

For projects with an estimated cost in excess of $200,000 a project brief must be prepared in association with the Property Services Space Management Branch.

- $200,000 - $499,999
- $500,000 – $1 million
- $1 million +

If budget cost estimate is less than $5,000 – please provide an Internal Order no & GL Code:

If budget cost estimate is greater than $5,000 – please complete this section:

Is the proposed project included in your Portfolio’s current year Capital Program – Property?

- Yes
- No
- No – Budget Cost Estimate Only - required for next year budget preparation

If no, in signing the authorisation for this project request to proceed in the current year, the Head of School / Group Director is acknowledging the requirement to seek their PVC’s willingness to substitute this project for a current year Capital project within their Portfolio.
If budget cost estimate is **greater than $20,000** – please complete this section:

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Is there teaching equipment associated with this project?</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>If YES is this equipment to be provided by the project?</td>
<td>☐</td>
<td>☐</td>
</tr>
</tbody>
</table>

It should be noted that when this project is submitted to CIRB for approval the cost of any equipment and any other costs required as a part of this project must be included in the submission.

Details of any equipment should be included as part of the description of the work required.

**Authorisation for Project Request to proceed:**

1. **If Budget Cost Estimate is less than $5,000 :**

   **Approved:** Cost Centre Manager

   Name: …………………………………………….. Title: ……………………………………………………..

   Signature: …………………………………………. Date: …… / …… / ……

   or

2. **If Budget Cost Estimate is greater than $5,000:**

   **Recommended:** Head of School / Group Director

   Name: …………………………………………….. Title: ……………………………………………………..

   Signature: …………………………………………. Date: …… / …… / ……

   **Approved:** PVC or Delegated Authority / Portfolio Resources Planning Manager / General Manager RMIT Union

   Name: …………………………………………….. Title: ……………………………………………………..

   Signature: …………………………………………. Date: …… / …… / ……

**Attachments**

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Are there attachments to this Project Request?</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>If so, please indicate the number of pages attached:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
To be completed by Property Services:

Staff allocated:

Client Relations Manager: ................................................................. Ext: .................

Space Management staff member: ................................................................. Ext: .................
(If estimated cost is >$200,000)

Project Manager: ................................................................. Ext: .................

To be completed by Space Management:

- Alignment to Integrated Infrastructure Plan – Physical Campus Component
- Space Planning

Recommendation to proceed:

Space Management:  □ Yes  □ No
(If not recommended please provide specific reasons in additional comments section.)

Signed: ................................................................. Date: ...... / ...... / ......

To be completed by Projects:

Town Planning:
Is this a project for which town planning restrictions apply?  □ Yes  □ No

Heritage:
Is this project within an area for which heritage restrictions apply?  □ Yes  □ No

Infrastructure:
Is this project subject to building infrastructure limitations?  □ Yes  □ No

If so, please specify:
........................................................................................................................................
........................................................................................................................................
........................................................................................................................................
........................................................................................................................................

Projects - Cost estimate or quote supplied:

Signature: ................................................................. Date: ...... / ...... / ......

* Please attach a cost estimate summary to this Project Request
Property Services – additional comments:

…………………………………………………………………………………………………………………………..
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CIRB approval details (If project greater than $20,000):

Meeting no: .................  Item no: ...............  Approval amount:  .........................
Other detail/conditions:  ..............................................................................................................
....................................................................................................................................................