

# UNIVERSITY of **HOUSTON**

## PLANT OPERATIONS

### Capital Renewal & Deferred Maintenance (CRDM)

### PROJECT REQUEST FORM

**Business Services Only Request # :**

Project Title Dance Floor Installation		
Building # 533	Building Name Melcher Gymnasium/Charter School	
Emergency or Immediate Funding* <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Managing Shop/Area M.P.P.	
New Funding Request* <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Add Funding to Project #	
Project Description/Scope ( <i>attach any estimate prior to request</i> ): Demolition of existing wood flooring/sub-structure, moisture testing and preparation of existing concrete slab, prior to installation of new dance flooring system.		

**Plant Ops Use Only**

Desired Construction Start Date 12/14/2012	Desired Completion Date 1/14/2013	Contract Date 11/5/2012
*If Emergency Provide Justification and impact on business continuity:	Shop Request: M.P.P	Purchased Material & Services \$75,245.76
		In-House Labor \$2,500.00
		Contingency \$7,774.58
		Admin Fee (as applicable) \$5,131.22
		Total Estimate \$90,651.56

Requested By: Bobby Galvan	Date 10/19/2012	Director: James Norcom III	Date 10/19/2012
Department Contact: Bobby Galvan	Date 10/19/2012	Division Administrator:	Date
Project Manager Assigned: Bobby Galvan	Executive Director, Facilities Management:		
Project Number Assigned:			
Funding Source:			
<p><b>Submit completed Project Request Form to:</b> George Rea, CRDM Program Coordinator   E-mail: <a href="mailto:grea@central.uh.edu">grea@central.uh.edu</a></p> <div style="text-align: right; background-color: red; color: white; padding: 5px; display: inline-block;"><b>Submit by Email</b></div>			