

**THE UNIVERSITY OF IOWA  
REQUEST FOR BUILDING RENEWAL  
OF BUILDING OR FIXED EQUIPMENT**

See the University Operations Manual, Part V, Chapter 33, for instructions for completion. Submit completed request through channels to the Director of Facilities Services Group.

Department: \_\_\_\_\_ Building: \_\_\_\_\_ Room(s): \_\_\_\_\_

Description of Project and explanation of need:

Requested by: \_\_\_\_\_ Date: \_\_\_\_\_ Completion Date Desired: \_\_\_\_\_

Recommended by \_\_\_\_\_  
Dean or other Administrative Officer

Approved for preparation of cost estimates. Date: \_\_\_\_\_ By: \_\_\_\_\_  
Director of Facilities Services Group

**ESTIMATES:**

Estimates of time required to complete project after funds are available -- including time for delivery of materials and scheduling of work: \_\_\_\_\_ Estimated Costs: \$ \_\_\_\_\_

Signed: \_\_\_\_\_  
Director of Operations & Maintenance or Director of Design & Construction Services

**Allocation approved on:**

Corp	Fund	Org	Dept	Subdept	Grant/Program	Inst Acct	Org Acct	Dept Acct	Fn	Cost Ctr	Amount
xx	xxx	xx	xxxx	xxxxx	x xxxxx xx	xxxx	xxx	xxxxx	xx	xxxx	\$
											\$
											\$
											\$

(Accounting information to be completed upon approval of project.)

Allocation approved: \_\_\_\_\_ Initialed: \_\_\_\_\_ Date: \_\_\_\_\_

NOTE: This request is not to include items of equipment to be inventoried, although requests for funds needed for equipment for this project should be attached. [Equipment request forms available from the office of the Director of Facilities Services Group -- Phone (33)5-1205.] Notice of allocation will be made by return of initialed copy to department through Dean. Questions about items to be inventoried as equipment should be cleared in advance with the Inventory Department -- Phone (33)5-0119.