



SPMC Project Request Form

for Projects Seeking Approval:

- For Construction and Renovations (not exceeding \$5,000,000)
- For Change of Space Allocation (irrespective of cost)
- For Use of Public Space

PROJECT INFORMATION (to be completed by the primary contact person for the academic or administrative unit involved)			
Building:		Room Number(s):	
Primary Contact Person:		Phone #:	e-mail address:
Funding Sources:		<input type="checkbox"/> Self Funded <input type="checkbox"/> UTM Central Funding Required <input type="checkbox"/> Other (identify)	
Objective of the Project:			
Risk and Impact Analysis: <input type="checkbox"/> Research <input type="checkbox"/> Teaching <input type="checkbox"/> Surrounding areas <input type="checkbox"/> Other			
B REQUEST COMPLETION DATE (dd/mm/yyyy):			
C REQUEST AUTHORIZATION (to be completed by Department Chair, Director, Chief Librarian, Registrar or Dean of Student Affairs)			
I have reviewed the above request and have confirmed that the proposal is consistent with divisional and/or departmental plans.			
Name (print):			
Signature:		Position:	
Date (dd/mm/yyyy):			