Facilities and Real Estate Services
Small Projects Group

Project Initiation Form

Requestor Information

Name:

Email:

Phone Number: ( )- -

Building/Floor/Room:

School/Center:

Will existing sprinklers be affected? ☐ Yes ☐ No ☐ Not sure.

Will existing HVAC work be affected? ☐ Yes ☐ No ☐ Not sure.

Is this project an existing lab space to be renovated? ☐ Yes ☐ No

Will the exterior envelope of the building be affected or changed? ☐ Yes ☐ No

Will you be adding/moving/removing/changing any wall layouts? ☐ Yes ☐ No

Will you be moving/changing and door openings or swings? ☐ Yes ☐ No

Will you be changing or altering the existing plumbing layout? *(Other than simply replacing fixtures)* ☐ Yes ☐ No

Brief Description of requested work: *(Please be as detailed as possible, this helps determine if any trades or subcontractors should be brought to the walk through)*

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Once the form is completed please email to the SPG Manager, Laura Ford at laford@upenn.edu, to begin the process of completing your project.