

PPG Submission Form

Project Manager: _____

Project Architect: _____

Project Name: _____

Project No and Account No.: _____

1. Current Project Floor Plan with Room Names, Room Numbers and Assignable Square Footage, large enough to see at half size. (attach floor plan)
2. Future Project Floor Plan with Room Names, Room Numbers and Assignable Square Footage, large enough to see at half size. (attach floor plan)
3. Room Names, Numbers and ASF: (Fill out Space Tables, below)
(ASF – Assignable sq ft of a room is calculated by measuring from inside face of walls)

EXISTING			PROPOSED		
Room No.	ASF	Use	Room No.	ASF	Use

4. Project Schedule showing preliminary design, working drawings, agency review, bid and construction phases. (Attached Schedule)
 - a.) Estimated completion date (month, year): _____
5. Project Budget showing Construction, Fees, A&E/PP&C, Surveys/Tests/Plans and Specifications, Special Items, Contingency and Equipment (attach AAS form):
 - a.) Total Project Cost: _____
6. Project Description explaining what the project involves, why it is happening, where the current occupants are going, how is the project going to be completed/phased/funded, who is involved/requested/being impacted, when is it all happening.
7. Funding Sources: (example: MC Reserves, School of Medicine, State)