



UNIVERSITY OF SOUTH ALABAMA

Engineering, Design and Construction

Construction Requests

All renovation or new construction to any University building, structure, street or drive, walkway, sign, or other infrastructure must be reviewed by the department of Engineering, Design and Construction known as (ED&C). The person making a request must have authorization from the building department manager, director, department head or Dean before submitting. Each request will be reviewed for conformance with state building code, state permitting offices, applicable federal requirements and USA design standards. ED&C will assist the *requesting department* with the feasibility and estimated cost for the request. Upon completion of the review process, ED&C will contact the requestor to ask questions concerning the potential project. Depending on the magnitude of the project the project request might require initial funding for design and estimating services. ED&C will provide a cost of any initial services to the requestor for approval.

No work will be initiated without a signed funding document with a valid FOAPAL account number.

All questions concerning the review/ approval process should be addressed to Trent Davis trentdavis@southalabama.edu.

All request forms shall be submitted to the following:

Attn: Rachel Dobbs
Phone: 460-7480
Fax: 460-6380
E-mail: rdobbs@southalabama.edu



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Engineering, Design and Construction

Request Form

Date: _____

Department: _____

Building: _____ **Room Numbers:** _____

Contact Name: _____

Phone Number: _____ **E-mail:** _____

Request Type: Renovation/Remodel Additional Space
 New Building/Addition Change in Use of Space

Description of Request: *(attach sketch or other descriptive information)*

Reason for Request:

Required Completion Date: _____

Department Budget: _____

FOAPAL Funding Source: _____

Work Authorized By: _____
(Signature of Department Head / Director / Dean)

(Department Head/Director/Dean acknowledges that the actual cost of materials and EDC labor and other expenses will be charged against the above listed Departmental Account)