

New Construction Request Form

Texas Tech University Health Sciences Center

Do not write in this box

NCRF#

Project Manager

Work Order#

This form is required for the initiation of any new construction/remodeling work at the Texas Tech University Health Sciences Center. New construction is defined as:

1. Any physical change to the existing building (new lighting, new doors, demolition, new walls, etc.)
2. The installation of equipment, furniture or cabinets that are required to be attached to the building in any way (suspended bookshelves, x-ray boxes, metal casework, etc.)
3. The installation of equipment that requires new electrical hookups, dueling or plumbing connections, or adds new heating or cooling loads to the space in which it is located.

This form is a request - not a work order. The initiation of this form will generate a proposed solution, a preliminary construction schedule and an estimated cost, if requested.

Work described on this form will not begin until all final approvals have been made. If you have any questions on this form or process, call Plant Operations at 743-2070.

SECTION I. DESCRIPTION

Date: _____ Requesting Department: _____

Contact Person: _____ Phone: _____ Email: _____

Location of Work - Building/Rooms: _____

Person(s) Assigned to Space: _____

Request Estimate (Check one)

YES ☐

NO ☐

Description of work needed: *(Describe in detail, attach drawings or specifications as necessary)*

Justification:

Space will be available on this date: _____ Requested Completion Date: _____

SECTION II. FUNDING and PRELIMINARY APPROVALS

No funds will be charged until scope and feasibility is determined and approval to proceed is obtained from Fund Manager or Authorized Approver.

Funding Source for Request: *(FOP# or UMC/Lubbock County PO#)* _____

Fund Manager or Approver: _____ Phone#: _____ Email: _____

Send completed form to: plantoperations@ttuhsc.edu

ATTACHMENT A

HSC OP 61.02

March 31, 2022