

INITIATING A CONSTRUCTION PROJECT REQUEST

A construction project is requested by submitting the Planning, Design, and Construction Project Initiation Form. The form is available on the Facility Services website and can be completed and submitted in one of two ways as described below. The online method is preferred.

Emailed Request

This is the preferred method for initiating a Facility Services construction project request.

1. Navigate to <https://in.nau.edu/facility-services>.
2. Click the “Project Initiation” button located toward the top of the right column on the page, under “Request Forms”.
3. A Word Document, labeled “FS-90A-Project-Initiation-Form-A-031114.docx”, will download.
4. Complete the form by typing in all fields as completely as possible.
5. Gain signature on the form from the required parties.
6. Email the signed form to stephanie.bauer@nau.edu for processing.

Paper Request

This is the secondary method for initiating a Facility Services construction project request.

1. Navigate to <https://in.nau.edu/facility-services>.
2. Click the “Project Initiation” button located toward the top of the right column on the page, under “Request Forms”.
3. A Word Document, labeled “FS-90A-Project-Initiation-Form-A-031114.docx”, will download.
4. Complete the form by typing in all fields as completely as possible.
5. Gain the necessary signature on the form from all required parties.
6. Inter-campus mail the signed form to Stephanie Bauer at PO Box 6016 for processing.