




Schoolcraft College

Construction & Design

DCD Work Request Form Submission Instructions

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- **Work Request form can be accessed from the following locations:**
 - www.schoolcraft.edu/information-for/for-faculty-and-staff/construction-and-design
 - V:\Construction & Design\Work Requests\DCD Work Request Form—FEB 2022

CONSTRUCTION & DESIGN WORK REQUESTS

Applies To: Building Alterations (small scale); Estimating Services; Space Planning Services; Finish Changes / Updates; Furniture Requests; and/or Furniture Repairs that address needs with pre-approved funds provided by the requestor.

Account Number:

Services covered by DCD are noted below in yellow.

(Not applicable for cost estimates or space planning service requests.)

Approved Funds:

\$ If known at time of request submission.

(Can be omitted if cost estimation is goal.)

Location/Building:

Campus grounds or building name.

Area(s):

Listing of all room numbers involved. Where area number is uncertain references like PPL Open Office Area, Hall within Advising Office Suite or similar can be used.

Contact Name / Phone Ext.:

Primary contact—typically the initiator of the request (aka: requestor).

General Scope of Work:

Outline of what is being requested. Include mentions of hazards or ADA compliance concerns when they are part of the request goals and objectives. Mention if there is a formal contract, accreditation visit, upcoming course need, grand opening, or other schedule based deadline associated with this request.

NOTE: Office Move Request schedules are negotiated between Requestor and DCD Project Manger; unless the relocation is for personal safety reasons.

Administrator Approval:

Typed-in or digital signature is acceptable for this entry. Adobe Sign is not required or desired to be utilized for this form.

Submission Date:

Date associated with Administrator Approval data entry.

Please send completed form(s) to Construction & Design via e-mail at jurtel@schoolcraft.edu. Please direct all questions and concerns regarding this form to Jennie Urtel at extension 5331 or via e-mail. Assigned DCD Project Manager & Project No. will be provided to requestor upon project entry.