

Student Organization Housing Project Initiation Request (PIR)

(Revised April 2019)

The University of Alabama		Box 870298	
Office of Fraternity & Sorority Life		Phone:	(205) 348-2693
Ferguson Center Room 2500		Fax:	(205) 348-8326
For University Use Only:	Date Received:	Received by:	HCB approval received: Yes ___ No ___
PLEASE COMPLETE ALL SECTIONS BELOW			
Student Organization:			
Address:			
Project Location:			
Name of person submitting and relationship with			
Telephone:		Fax:	
Email Address:			

Please answer the following:

1. **What is the present use of the space?**

2. **What is the proposed use of the renovated space?**

3. **Description of work being requested:**

4. **Describe Special Architectural Features Required:** (example: special floor loading or structural requirements, soundproofing, suspended ceilings, cabinets, minimum door widths, special flooring, handicap requirements, etc.) (Attach Additional pages as required.)

5. **Describe special electrical requirements:** (Attach additional pages as required.)
 1. Existing lights fixtures to remain or replace fixtures.
 2. Lighting level: High Medium Low
 3. Number of receptacles
 4. Indicate voltage: 120V 208V 240V Single Phase Amperage
 5. Other scope of work

6. **Are there any fire and/or security alarm system requirements?**

7. **List number of telephone, fax, and data line outlets required:**

8. **Describe special plumbing requirements:** (fixtures, emergency showers, drains, acid waste, gas, air, etc.) (Attach additional pages as required.)

9. **Are there any known hazardous materials?** (i.e. asbestos, chemicals, lead, etc.)

10. **Describe heating, air conditioning, ventilation & humidity requirements:** (Consider long range plans, not just the present)

- A. Maximum number of people using the space at one time.
- B. Any heat generating equipment in the project (i.e. computers copier, lab equipment, etc.).
- C. Special environmental conditions for equipment (i.e. controlled temperature, humidity, ventilation, etc.).
- D. Year-around cooling requirements.

11. **Attach a drawing showing rough dimensions and/or floor plan, and indicate changes required for your project. If applicable, show location of electrical, telephone and computer terminal outlets required as well as other special features. Use dimensions if locations are critical. Use north arrow or other method of orientation.**

12. **What is your desired completion date?** _____

13. **What is the source of funding?** _____

14. **What is your budget range (you must select one). Please include copies of cost estimates.**

less than \$2,000 2,000 to \$5,000 5,000 to \$10,000;

10,000 to \$20,000 20,000 to \$50,000;

If over \$50,000, indicate estimated amount: \$ _____

15. **University of Alabama Construction Process for Student Organization Facility Construction/Renovation:**

- A Project Initiation Request Form (PIR) must be submitted to the Office of Fraternity & Sorority Life at least one week prior to the next regularly scheduled Student Organization Facilities Committee meeting. Regular meetings are held on the second Wednesday of every month, and special meetings can be called if necessary. PIRs submitted past the one week deadline may be held until the following monthly meeting.
- Based on project cost, the Student Organization Facilities Committee will review the PIR, and make a recommendation, or forward the Committee's recommendation to the Administration regarding whether it believes the project should proceed as submitted, proceed with modifications, or proceed to the Board of Trustees (BOT) for approval, if required.
- The final recommendation will be forwarded to the person submitting the original PIR with instructions on how to proceed with the project or if the project has been denied.
- All projects with a project cost of \$50,000 or greater will be managed by the University and bid in accordance with state procurement and bid laws regardless of the source of funding.

- In accordance with Board Rule 415, all architects/designers must be engaged/hired by UA regardless of project cost or funding source.
- Projects with a cost of less than \$50,000 can be managed by the House Corporation of the Student Organization. Final approval of projects \$50,000 or under will be the responsibility of the Student Organization Facilities Committee. If approved, prior to beginning work, the design and product specifications for the project must be reviewed by Construction Administration as outlined in the recommendation provided to the party submitting the original PIR.
- Chapters that fail to submit a Project Initiation Request and receive permission to move forward prior to beginning a project, will be assessed a fine of \$2,500 for the first violation, \$5,000 for the second violation, and \$7,000 for any subsequent violation. The chapter will be invoiced, and will have 30 days to provide payment. If payment is not received within 30 days and monies are available in the Building Fund, the fine will be paid from that fund. If monies are not available in the Building Fund for payment, a 5% penalty fee will be added each month, from the date of the invoice, that the invoice remains unpaid.
- Where applicable, Student Organizations that wish to apply for new or existing lots, or those that would like to request swing space while a project is being completed, the appropriate application must be completed and submitted for review by the Student Organization Housing Advisory Board Committee. The submission of this application is also coordinated by the Director of Fraternity & Sorority Life.

Please note that failure to abide by any of these requirements gives the University the right to halt any project until the proper procedures are followed.

Approval signature of House Corporation Board President or representative who is authorized to submit on behalf of the organization is required. Written confirmation from the House Corporation Board President of anyone authorized to sign/submit on behalf of the House Board President must be received by the OFSL along with submission of the Project Initiation Request if signed by someone other than the House Board President, prior to review by the Student Organization Facilities Committee.

Signature:
Title:
Date:

Upon completing this form and acquiring the appropriate signature, please forward the form along with cost estimates, to the Office of Fraternity & Sorority Life, The University of Alabama, 2500 Ferguson Center, Box 870298, Tuscaloosa, AL 35487 or email to Julie Elmore, jelmore@ua.edu for submission. Forms may also be faxed to (205) 348-8326.