

Student Organization Housing Project Initiation Request (PIR)

Office of Fraternity & Sorority Life	Phone:	(205) 348-2693
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UA Student Center Suite 2500 Box 870298, Tuscaloosa AL 35487	Email:	Jhbrown6@ua.edu

PLEASE COMPLETE ALL SECTIONS BELOW

Student Organization:	
Address:	
Project Location:	
Name of person submitting and relationship with organization:	
Telephone:	
Email Address:	

Complete next section if the University will need to borrow funds for the project.

Please provide the following basic chapter information to show viable income stream for repayment of debt.					Annual House Income & Expenses	
Years on Campus	# of Active Members	# of Beds	Occupancy Rate (%)	Rental Rate per semester	Income (\$)	Expenses (\$)

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:**

Examples: Special floor loading or structural requirements, soundproofing, suspended ceilings, cabinets, minimum door widths, special flooring, handicap requirements, etc.

5. Describe special electrical requirements:

Examples: Existing light fixtures to remain or be replaced, lighting level, number of receptacles, voltage requirements, or any other additional scope of work.

6. Describe any fire and/or security alarm system requirements.

7. Describe special plumbing requirements:

Examples: fixtures, emergency showers, drains, acid waste, gas, air, etc.

8. Describe heating, air conditioning, ventilation & humidity requirements:

Examples: Maximum number of individuals using space, any heat-generating equipment, special environmental conditions for equipment, year-round cooling requirements, or any other additional scope of work. Note: Consider long-range plans, not just the present.

9. Are there any known hazardous materials?

Examples: asbestos, chemicals, lead, etc.

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

11. Attach needed documents here such as a drawing showing rough dimensions, floor plan, quotes, etc. required for your project.

- A. For drawings attached, make sure location of electrical, telephone, and computer terminal outlets required as well as other special features are included. Use dimensions if locations are critical.
- B. Use north arrow or other method of orientation.

12. What is your desired completion date? _____

13. What is the name of the contractor/vendor completing the work:

14. Who will oversee the project? (Chapter, Property Mgmt. Co., Contractor, etc.)

15. What is your budget range (select one)? Please include copies of cost estimates where applicable.

less than \$2,000

2,000 to \$5,000

5,000 to \$10,000;

10,000 to \$20,000

20,000 to \$50,000;

Over \$50,000

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

16. What will be the funding source for the project? _____

**University of Alabama Construction Process for
Student Organization Facility Projects:**

- A Project Initiation Request Form (PIR) are to 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 provided 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 approval prior to beginning a project are subject to a fine of \$2,500 for the first occurrence, \$5,000 for the second occurrence, and \$7,000 for any subsequent occurrences. The chapter will be invoiced have 30 days to provide payment. If payment is not received within this time frame and monies are available in the chapter UA Building Fund, the fine will be deducted from this account. If monies are not available, a 5% fee will be added each month from the date of the invoice until paid.
- 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 is to 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 Housing.

Please remember 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.

Initiator Signature: _____

Title: _____

Date: _____

HCB President Signature: _____

Date: _____

Committee Chair Signature: _____

Date: _____