

Online Capital Project Request Form

6/20/17

Application Help – FOR REVIEWERS –

Accessing the website:

Utilizing the Firefox browser, go to the Facilities Services website (<http://facilities.uchicago.edu/>), and

The screenshot shows the top navigation bar of the University of Chicago Facilities Services website. Below the navigation bar is a large banner image of a building with the text: "Saieh Hall earns top higher education architecture award". Below the banner is a paragraph of text: "The much-celebrated and honored Saieh Hall has earned the 2017 Merit Award for Excellence in Architecture from the Society of College and University Planning (SCUP). The adaptive reuse of the former Chicago Theological Seminary now houses instructional and research programs for the Department of Economics and the Becker Friedman Institute for Research in Economics." Below this is a row of five icons representing different services: Campus, Building and Residential Services; Construction & Renovation; Residential Properties; Space Data, Maps & Signage; and Service Request.

Scroll to the bottom of the page and click on the “**Start a Project**” link.

The screenshot shows the bottom section of the University of Chicago Facilities Services website. It features a "Facilities Bulletins" section with three items: Eckhardt Hall scaffolding installation, Keller Center adaptive reuse project, and Main Quad facade inspections. Below this is a "Campus Construction Projects" section with a map and text. The "How Do I?" section is highlighted with a red circle around the "Start a Project" link, which is also pointed to by a red arrow. The footer contains contact information for Facilities Services, including the address, phone number, and email.

OR Go to <http://facilities.uchicago.edu/services/construction/starting-project/>, and

Pan down to the section labeled, “**Need to make an upcoming fiscal year capital request?**”, and Click the [link](#) to access the online system.

The screenshot shows the University of Chicago Facilities Services website. The header includes the university logo and 'Facilities Services'. A navigation bar lists 'OUR SERVICES', 'CAMPUS CONSTRUCTION', 'SUSTAINABILITY', 'BOTANIC GARDEN', 'ABOUT US', and 'CONTACT US'. The main content area is titled 'Starting a Project' and includes a breadcrumb trail: 'Home / Our Services / Construction & Renovation / Starting a Project'. A sidebar on the left lists various services. The main text area contains sections for 'Starting from scratch? Need to develop a plan and pricing?' and 'Need an off-cycle request?'. The section 'Need to make an upcoming fiscal year capital request?' is highlighted with a red circle and a red arrow pointing to the link 'Please click here to access the online system.'.

Login by inputting your CNetID (**in lower case only**) and then your password.

The screenshot shows the 'Capital Project Requests' login page. The header includes the University of Chicago logo and 'Facilities Services'. The page title is 'Capital Project Requests'. The main content area contains a login form titled 'Please Login' with fields for 'Username:' and 'Password:', and a 'Login' button. The form is circled in black.

If you do not have access, please email fycapitalrequests@lists.uchicago.edu to become a registered user.

Note: Reviewers can create Requests as Submitters. If you need to create a Request, please see Application Help, FOR SUBMITTERS, [Overall Process Instructions](#), and if needed, the [List of Capital Request Questions](#).

Capital Request Review Process Overview –

Step 1: Review a SUBMITTED Capital Project Request

Step 2: Provide Comments on a SUBMITTED Request

Step 3: Review Updated SUBMITTED Capital Project Request

Step 4: Check a SUBMITTED Capital Project Request as COMPLETE

*** How to Review/ Print a Project Request**

Step 1: Review a SUBMITTED Capital Project Request

- Once a Request has been Submitted, login to the Capital Request website homepage.
- Select **“Review Submitted Capital Project Requests”**.

THE UNIVERSITY OF CHICAGO

Office Of The Provost Capital Project Requests

Welcome Antonio J Mena! username: ajmena (Log out)
You're a Capital Project Request Reviewer

Application Help

Links

Office to the Provost
The University of Chicago

Capital Projects Request Form (CPR)

Please select from the list of actions below:

Available Actions:

- [Create a Capital Project Request](#)
- [Find /Edit a Capital Project Request](#)
- [Review Submitted Capital Project Requests](#)

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This will take you to the “Submitted Requests List” screen.

- Select a Request by clicking on the **“Project Number”**.

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Office Of The Provost Capital Project Requests

Welcome Antonio J Mena! username: ajmena (Log out)
You're a Capital Project Request Reviewer

Home Search Request List New Request Back

Submitted Requests List

TransID	Project No.	Project Name	Status	Created Date	Bldname	PSC Group	Cost Estimate	Project Type
608	2017603	Roof Drain Disconnects	SUBMITTED	5/15/17 9:38 AM	Rockefeller Chapel	Capital AR	\$3,000,000	Exterior Upgrade
607	2017601	fsd	SUBMITTED	5/15/17 7:52 AM	Other	Major Projects	\$0	Feasibility/ Planning
606	2017606	fsd	SUBMITTED	5/15/17 7:51 AM	UNKNOWN	Major Projects	\$0	Code or Infrastructure Deficiency
605	2017605	FY Electrical	SUBMITTED	5/15/17 7:48 AM	Multiple Buildings	Units	\$25,300,000	Equipment/ Systems
544	2017544	1	SUBMITTED	4/27/17 8:48 AM	Other	Campus Enhancements	\$0	Code or Infrastructure Deficiency
543	2017543	1	SUBMITTED	4/27/17 8:44 AM	Other	Major Projects	\$5	Code or Infrastructure Deficiency
503	2017503	Capital Project Request website	SUBMITTED	4/10/17 9:40 AM	Facilities Services	Capital	\$120,000	Feasibility/ Planning
466	2017466	012345678900123456789001234567890012345678900123456789001234	SUBMITTED	11/21/16 10:53 AM	UNKNOWN	Campus Enhancements	\$1	Equipment/ Systems
404	2017404	2016-10-11- v2	SUBMITTED	10/11/16 10:51 AM	UNKNOWN	Residential Properties Units	\$0	Code or Infrastructure Deficiency
344	2017344	11111111	SUBMITTED	10/5/16 1:08 PM	Young Memorial Building	Campus Enhancements	\$0	Interior Upgrade

2 Next

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This will take you to the “Show Request” screen.

Note: you can use column headers to sort as needed, % sign for wildcard.

- Review the Submitted Request for errors, necessary revisions, attachments, or approvals.

THE UNIVERSITY OF CHICAGO
Office Of The Provost
Capital Project Requests



Welcome Antonio J. Menal username: ajmenal (Log out)
You're a Capital Project Request Reviewer

Home Search Request List New Request Edit Back Back to list after updating this record

Show Request

Capital Project Request Number.: 2017608
Capital Project Request TransID.: 608

1. Project Name: Roof Drain Disconnects
2. Project Description: Remove roof drain downspouts
3. Project Type: Exterior Upgrade
4. Original Request: NO
5. Repeat Req: YES
6. Fiscal Year: 2020
7. Contact Person: Barry O'Quinn
8. Contact Phone: 312-456-7854
9. Contact Email: barry@uchicago.edu
10. Unit Operating Budget: NO
11. University Surplus: NO
12. Gift/ Endowment: NO
13. University Funded: YES
14. Cost Estimate: \$3,000,000.00
15. Development: NO
16. Cost Sharing: NO
17. Relative Priority: Only Request: NO
20. Creation Date: 2017-05-15 09:38:03 CDT
21. Created By Name: Fs Maximo
22. Exec Level: UNKNOWN
23. Department: UNKNOWN
24. Status: SUBMITTED
25. Dept./Program Affected: Other
26. Building Name: Rockefeller Chapel
27. Property I.D.: D29
28. PSIC Group: Capital AR
29. Requested Start Date: 2019-07-01 00:00:00 CDT
30. Requested Completion Date: 2019-09-15 00:00:00 CDT
View Capital Project Request Document(s):
Status History:

Note: To view any attachments, click the icon  to the right of “View Capital Project Request Document(s)”.
To view a history of the Request, click the icon  to the right of “Status History”.

Step 2: Provide Comments on a SUBMITTED Request

- If the Request is deficient in any way, the Reviewer will need to notify the Submitter (via email) to revise the Submitted Request, plus
- If not already in, login to the Capital Request website homepage and select the Request by clicking on the “Project Number” (Step 1).
- Click the “Edit” button at the top or bottom of the page.

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Office Of The Provost
Capital Project Requests

Welcome Fs Maximo! username: T9fs (Log out)
You're a Capital Project Request Submitter

Home Search Request List New Request Edit Back Back to list after updating this record

Show Request

Request 608 created

Capital Project Request Number.: 2017608
Capital Project Request TransID.: 608

1. Project Name: Roof Drain Disconnects
2. Project Description: Remove roof drain downspouts
3. Project Type: Exterior Upgrade
4. Original Request: NO
5. Repeat Req: YES
6. Fiscal Year: 2020
7. Contact Person: Barry O'Quinn
8. Contact Phone: 312-456-7854
9. Contact Email: barry@uchicago.edu
10. Unit Operating Budget: NO
11. University Surplus: NO
12. Gift/ Endowment: NO
13. University Funded: YES
14. Cost Estimate: \$3,000,000.00
15. Development: NO
16. Cost Sharing: NO
17. Relative Priority: Only Request: NO
20. Creation Date: 2017-05-15 09:38:03 CDT

- Go to question #24, and change its "STATUS" to "INCOMPLETE",

THE UNIVERSITY OF CHICAGO
Office Of The Provost
Capital Project Requests

Welcome Antonio J Menal username: ajmena (Log out)
You're a Capital Project Request Reviewer

Home Search Request List New Request Back

Edit Request - Project Number: 2017608 TransID: 608 Modified By Name: Fs Maximo Modified Date: 05/15/2017 10:09: AM Add an Attachment click ->

CAPITAL PROJECT REQUEST FORM - edit

1. Project Name: Roof Drain Disconnects
2. Project Description: Remove roof drain downspouts
3. Project Type: Exterior Upgrade
4. Original Request: NO
5. Repeat Request: YES
6. Fiscal Year for this Request: 2020

UNIT FUNDED FROM:
10. Unit Operating Budget: NO
11. University Held Unit Surplus: NO
12. Gift/Endowment: NO
13. University Funded: YES
14. Cost Estimate, if known: 3,000,000.0

Additional Funding Opportunities:
15. Development: NO
16. Cost Sharing: NO
17. Only Request: NO

20. Creation Date: 05/15/2017 09:38: AM
21. Created By Name: Fs Maximo
Submitting Unit:
22. Exec Level: UNKNOWN
23. Department: UNKNOWN
24. Status: INCOMPLETE
25. Dept / Program Affected: ROCKEFELLER CHAPEL
26. Building Name: Rockefeller Chapel
27. Property I.D.: D29
28. PSC Group: Capital AR
29. Request Starting Date: 1 July 2019
30. Request Complete Date: 15 September 2019

Contact Information:
7. Contact Person: Barry O'Quinn
8. Contact Ph.: 312-456-7854
9. Contact Email: barry@uchicago.edu

AND THEN,

- Send the Request back to the Submitter by selecting the "To send back as INCOMPLETE check here" box at the bottom of the page, and then clicking "Update".

CRITERIA CHECKLIST Please Answer The Following Questions:

39. Does the project correct Life/Safety concerns? NO
41. Does the project address environmental or code violations? NO
43. Does the project address accessibility issues? NO
45. If deficiency is not corrected will the use of the facility be adversely affected? NO
46. Are the components of this project beyond effective repair? NO
47. Was the project included in last year's Capital Project list, but not funded? NO
48. Is project related to a Presidential Initiative? NO
49. If deficiency is not corrected will it cause significant damage to the facility or its contents? NO
50. Is this project a sequential phase of a multi-phased, schedule-critical, project? NO
51. Will this project significantly reduce O&M costs? NO
52. Will this project address significant client complaints? NO
53. Does project expand programming and/ or provide additional space (SF)? NO
54. Will this project support sustainability objectives and/ or generate energy savings? NO
55. Is this a priority 1 or 2 project in the Facility Condition Assessment database? NO
56. Estimated square footage increase with implementation of this project: 0

40. If so have citations been issued? NO
42. If so have citations been issued? NO
44. If so have citations been issued? NO

Reviewed By Date: Antonio J Menal
Reviewed By Name: Antonio J Menal
Reviewed By: 01335833E
Review Complete: ☐

** To send back as INCOMPLETE check here: ☐

Update Back

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- If the Submitted Request is complete, notify the Submitter of its formal submission.

Step 3: Review Updated SUBMITTED Capital Project Request

- If reviewing an updated Submitted Request, repeat Steps 1 and 2 until all requisite information has been received, and until the Request has been formally Submitted.

Step 4: Check a SUBMITTED Capital Project Request as COMPLETE

- Upon acceptance of a Submitted Request, if not already in, login to the Capital Request website homepage and select the Request by clicking on the “**Project Number**” (Step 1).
- Click the “**Edit**” button at the top or bottom of the page.
- Select the “**Review Complete**” check box and click the “**Update**” button at the bottom of the page.

CRITERIA CHECK-LIST Please Answer The Following Questions:

39. Does the project correct Life/Safety concerns? NO

41. Does the project address environmental or code violations? NO

43. Does the project address accessibility issues? NO

45. If deficiency is not corrected will the use of the facility be adversely affected? NO

46. Are the components of this project beyond effective repair? NO

47. Was the project included in last year's Capital Project list, but not funded? NO

48. Is project related to a Presidential Initiative? NO

49. If deficiency is not corrected will it cause significant damage to the facility or its contents? NO

50. Is this project a sequential phase of a multi-phased, schedule-critical project? NO

52. Will this project significantly reduce O&M costs? NO

53. Will this project address significant client complaints? NO

54. Does project expand programming and/or provide additional space (SF)? NO

55. Will this project support sustainability objectives and/or generate energy savings? NO

56. Is this a priority 1 or 2 project in the Facility Condition Assessment database? NO

57. Estimated square footage increase with implementation of this project. NO

40. If so have citations been issued? NO

42. If so have citations been issued? NO

44. If so have citations been issued? NO

51. If so please indicate which project(s) in comments. -->

Reviewed By Date: []

Reviewed By Name: Maxprod Maximo

Reviewed By: S1952527Y

Review Complete ☒

1.) Check the Review Complete Box

2.) Click the Update button

Update Back

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This will take you to the “Show Request” screen, with a status (#24 field) of “**REVIEWCOMPLETE**”.

Home Search Request List New Request Edit Back Back to list after updating this record

Show Request

Request 344 updated

Capital Project Request Number.: 2017344

Capital Project Request TransID.: 344

1. Project Name: 111111111

2. Project Description: Test

3. Project Type: Interior Upgrade

4. Original Request: NO

5. Repeat Req: NO

6. Fiscal Year: 2018

7. Contact Person: 1

8. Contact Phone: 312-834-0904

9. Contact Email: 1@uchicago.edu

10. Unit Operating Budget: NO

11. University Surplus: NO

12. Gift/ Endowment: NO

13. University Funded: NO

14. Cost Estimate: \$0

15. Development: NO

16. Cost Sharing: NO

17. Relative Priority: Only Request: NO

18. Rank: -1 Of 10

20. Creation Date: 2016-10-05 13:08:55 CDT

21. Created By Name: Fs Maximo

22. Exeo Level: UNKNOWN

23. Department: UNKNOWN

24. Status: REVIEWCOMPLETE

25. Dept./Program Affected: test

26. Building Name: Young Memorial Building

27. Property I.D.: C05

28. PSC Group: Campus Enhancements

29. Requested Start Date: 2016-10-05 00:00:00 CDT

30. Requested Completion Date: 2016-10-05 00:00:00 CDT

View Capital Project Request Document(s): []

Printing a SUBMITTED Capital Project Request

- Login to the Capital Request website homepage and select “**Review Submitted Capital Project Requests**”.
- Select a project by clicking on its “**Project Number**”. This will take you to the “Show Request” screen.
- To print a Request, utilize Firefox’s print function.

Note: Please format by scaling to 70%, and printing the background option (this can be found within “Format & Options” in the Page Setup menu)