

**Student Organization Housing  
Project Initiation Request (PIR)  
2015 - 2016**

<b>The University of Alabama</b>			<b>Box 870298</b>			
<b>Kathleen Gillan/Director of Fraternity &amp; Sorority Life</b>			<b>Phone:</b>		<b>(205) 348-2693</b>	
<b>Ferguson Center Room 2519</b>			<b>Fax:</b>		<b>(205) 348-8614</b>	
<b>P.I.R. No For University Use Only:</b>				<b>Date:</b>		
<b>Student Organization:</b>						
<b>Address:</b>						
<b>Project Location:</b>						
<b>Contact Person:</b>						
<b>Telephone:</b>				<b>Fax:</b>		
<b>Email Address:</b>						
<b>Complete next section if the University will need to borrow funds for the renovation.</b>						
<b>Please provide the following basic chapter information to show viable income stream for repayment of debt.</b>					<b>Annual House Income &amp; Expenses (\$)</b>	
<b>Years on Campus</b>	<b># of Active Members</b>	<b># of Beds</b>	<b>Occupancy Rate (%)</b>	<b>Rental Rate per semester</b>	<b>Income</b>	<b>Expenses</b>

**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. **Describe special plumbing requirements:** (fixtures, emergency showers, drains, acid waste, gas, air, etc.) (Attach additional pages as required.)
  
8. **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-round cooling requirements.
  
9. **Are there any known hazardous materials?** (i.e. asbestos, chemicals, lead, etc.)
  
  
10. **List number of telephone, fax, and data line outlets required:**

11. **Attach a drawing showing rough dimensions; floor plan; and indicate changes required for your project. Also 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 your budget range:**

**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, indicate estimated amount: \$**

14. **University of Alabama Construction Process for Student Organization Facility Construction:**

- **A Project Initiation Request Form (PIR) must be submitted to the Director 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.**
- **The Student Organization Facilities Committee will review the PIR and make a recommendation to the Administration regarding whether it believes the project should proceed as proposed or proceed to the Board of Trustees (BOT) for approval, if required.**
- **Once the plans are approved by the Student Organization Facilities Committee and/or the Board of Trustees, the Project can begin with the appropriate coordination with UA Construction Administration.**
- **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.**
- **Projects with a cost that is less than \$50,000 can be managed by the House Corporation of the Student Organization.**
- **In accordance with Board Rule 415, all architects/designers must be engaged/hired by UA regardless of project cost or funding source.**

- **For 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 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 President:
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**Upon completing this form and acquiring the appropriate signatures, please forward the form to the Office of Fraternity & Sorority Life, The University of Alabama, 2519 Ferguson Center, Box 870298, Tuscaloosa, AL 35487 or email to [kgillan@sa.ua.edu](mailto:kgillan@sa.ua.edu) for project development. Forms may also be faxed to (205) 348-88614. Thank you.**

For University Use Only

Date Received Dean of Students		Log Number:	
Project Manager:			
Project Approved:			