Winona State University Facilities Services Request

This form is to be used for **new construction** or **remodeling projects only**. It is **NOT** to be used for normal, **day-to-day maintenance concerns**. 1) Please fill in the top portion of the request form, 2) obtain the appropriate signatures, and 3) forward the form to Steve Ronkowski, Facilities Coordinator, Service Building. A copy of the form will be returned when the final cost is determined.

Building: ______________________________________________________ Room(s): ____________

Contact Person: ___________________________________________ Phone: ________________

Description of Project: __________________________________________

For requests utilizing departmental funding, the person responsible for the budget needs to sign the form. If general R&R funding is to be used, this request must also be routed through the Vice-President or Dean as well as the Vice-President for Finance and Administrative Services for approval. If unsure about R&R funding, please contact Steve Ronkowski, Facilities Coordinator, ext. 5099.

**Funding Source (check one or both):**

- [ ] Departmental/Other  
  Cost Center Number: _____________________________

Department Chair/Director Signature ___________________________________________ Date ____________

- [ ] R&R  

Dean / Vice-President Signature ___________________________ Date ____________

Vice-President for Finance & Administrative Services Signature ______________ Date ____________

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**FOR FACILITIES USE ONLY**

Final Cost: _________________________ R&R Funding: _____ Approved _____ Not Approved

Request No: ______________ Date: _____________________________

Request Approved: ___ Yes (1400 Form Complete: ___ Yes ___ No)

___ No - Reason Not Approved: __________________________________________________________________

Contract No: ______________ Contract Vendor: _____________________________________________

In-house Labor – Work Order No. ______________ 469 No. ______________

Facilities Contact Person: _______________________________________ Phone: _______________

Facilities Contact Signature: __________________________________________________________________