I&S Project Request Form (PRF) Job Aid

Planning, Design & Construction – Georgia Tech Infrastructure and Sustainability

Effective Date

Available starting first week of September 2025

Access Requirements

- Only approved Facilities & Operations roles may submit requests.
- If access is denied, contact your Facilities & Operations representative to submit on your behalf.
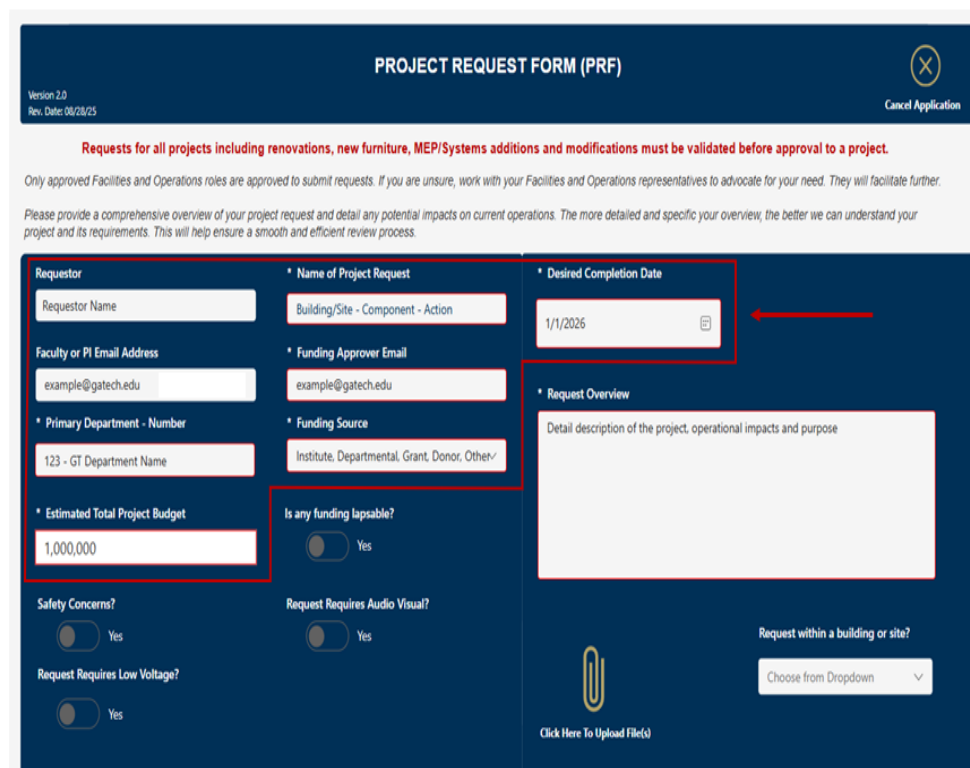
Step-by-Step Instructions

1. Access the Form

- Go to the Infrastructure & Sustainability [https://facilities.gatech.edu/request-project] landing page
- Scroll down and click "Create a Project Requests"
- Computers will launch into the webform. Mobile Devices will request to install PowerApps.

* If the form does not open or you receive an error, you are not an authorized submitter.

2. Complete the Form Fields (fields with asterisks* and bordered in red are required)

Field	Instructions
Requestor	Auto-filled with your GT credentials. Required and un-editable.
Name of Project Request	**Format:** Building/Site – Component – Action. (e.g., "O'Keefe Elevator Repair")
Faculty/PI	Email address, if applicable
Funding Approver Email	Enter funding approver's email address
Primary Department	**Format:** 3-digit number – GT Department Name
Funding Source	Select all that apply: Institute, Department, Grant, Donor, Other
Estimated Budget	Provide your best estimate – it does not need to be exact
Desired Completion Date	Select a feasible date considering review/approval lead times.

Please note: If you attempt to proceed without completing all required fields, a **yellow notification box** will appear, listing the missing information. These items must be addressed before you can advance to the next section of the Project Request Form (PRF).

3. Answer Toggle Questions

For each Yes/No question, toggle Yes if applicable. Additional fields will appear – click outside of the yellow box to 'Save" before continuing to the next toggle.

- Lapsable Funding (No additional field will appear)
- Safety Concerns – Provide detailed description
- Audio Visual Requirements – Indicate room types and needs
- Low Voltage Requirements – Choose type(s): Access Control, Other (e.g., Wi-Fi, security)

4. Request Overview

- Provide a detailed description of the project, operational impacts, and purpose.
- Use the Upload File button to attach supporting documentation.
  - There is a four file / 15 MB limit.
  - To upload multiple files, select each file **individually** by reselecting upload files for each file (<u>**NOTE**</u>: selecting multiple files at once will return a **file format conflict**). You will see your list of files and will also have the option to remove files before saving.

5. Project Location

- Building – Continue to Building Details page (arrow below)
- Site – Provide:
  - Detailed description (e.g., green space, parking lot)
  - Address or coordinates (Google Maps link if available): click 'Save' to continue to the Request Types page
- Not Applicable – Continue Request Types Page (arrow below)

Continue To Building Details >

Continue To Request Types >

Building Details Page: once completed Continue to Request Types page (bottom right)

Field	Instructions
Building Selection	Select the **building** from the dropdown list. Each request should be for **one building only**. If your project involves multiple buildings, submit **a separate request for each**.
Room Numbers	If your request applies to specific rooms, **enter all affected room numbers**. List each room clearly to ensure proper evaluation.
Swing Space Required	Toggle to Yes if temporary swing space is needed to support your request.
Swing Space Cost Included	Toggle to Yes if swing space costs is already included in the estimated project budget.
Swing Space Details	If swing space is required, provide details of the need, including duration, number of users, and any specific requirements.

6. Select Request Types

- **Review the Descriptions**
  Carefully read the request type descriptions on the left side of the form. These descriptions will help you determine which category, or categories best match your request.
- **Make Your Selections**
  Use the dropdown menu on the right to select the appropriate request type(s).
  - You may select multiple request types if your request spans more than one category.
  - Be sure to include all relevant types to ensure all necessary questions are presented.
- **Confirm Your Selections –** A confirmation list of all selected request types will appear in a yellow box**.**
  After selecting your request type(s), click the "Confirm Selections" button.
  - This will trigger a series of request-specific questions based on your selections.
  - Note: All request types except *Planning and Feasibility* will generate specific follow-up questions.

Request Types:

- Finish Refresh
- Architectural/System Modifications
- New Furniture
- New Build

- Repair/Replace
- Signage
- Site/Exterior
- Planning/Feasibility

** Select "Planning/Feasibility" last to avoid skipped prompts.*

7. Complete Request Type-Specific Questions

Type	Prompts
Finish/Refresh	Interior finishes details (ceiling, floor, wall, etc.)
Architectural/System Mods	Space allocation changes, use changes, accessibility requirements
New Furniture	Does it require power, data, or both? Is this an ADA Accommodation?
New Build	Total square footage + breakdown (classroom, lab, office, etc.)
Repair/Replace	Involves Operations & Maintenance and/or Planning Design & Construction?
Signage	Primary signage type (interior/exterior), detailed breakdown (e.g., wayfinding, logos)
Site/Exterior	Toggle all that apply: accessibility, art/sculpture, stormwater, lighting, parking/traffic, irrigation (potable/reclaimed), utility connections, construction limits, tree impact

Restarting or Cancelling a Request: (Do Not Use the Browser Navigation Buttons**)**

 If you need to begin your request again for any reason after advancing past the main screen, select **"Start Over"** located in the top right corner.
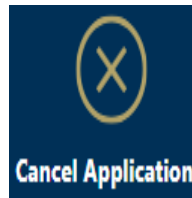
 To cancel your request at any time, select **"Start Over"** and then choose **"Cancel"** from the main screen (also located in the top right corner).

IMPORTANT: Each time you access the PRF Portal, a draft session is automatically created and remains active until you select **"Submit."**

If no information is entered within **three days**, the draft will be automatically deleted.

This process helps release the temporarily assigned PRF number and supports accurate tracking of requests within the portal.

8. Final Steps

- Select "Continue to Submission Page" (bottom right)

- Select "Click Here To Submit" button to send information to PRF Portal

After Submission

- You will receive an on-screen message confirming submission and PRF Request Summary Email
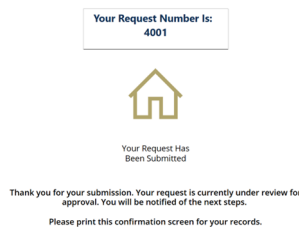
PRF Request Summary

Field	Value
Requestor	Requestor
RequestorEmail	requestor@gatech.edu
RequestNumber	4001
RequestDate	09-01-2025
NameofProjectRequest	Name of Project Request

- If approved, you will receive a PJ number via Workday.
  - Workday Notification Emails
- Questions? Contact your PD&C representative.