



# Capital Needs Development

UNIVERSITY *of* WASHINGTON

Note: Please download this form before entering information

## Phase I: Capital Project Need Request

This form is intended for Units or Departments to provide notice that a capital need exists. This step gives notice of all potential requests and allows the university to prioritize resources to assist in the development of projects that can best align with the university's highest priority needs as outlined in the FY25 Capital Planning Kickoff Letter and the [Capital Planning Guidelines](#). Projects greater than \$15M may then receive assistance from UW-Facilities, Asset Management, Treasury, Office of Planning and Budgeting, and Advancement to complete the project application as outlined in the Capital Planning Guidelines. Please download this form and open in Adobe Acrobat, or compatible program. When completed, click on the submit button below to attach the document to an email.

### Unit/Department Information:

Budget Year:	
Project Name:	
Campus:	
Unit(s)/Department(s) Affected:	
Classification:	
Project Type:	
Primary Point of Contact:	
Email:	
Phone:	
Your CAP Account Manager	

### Summary of Need

Please briefly identify any improvements to the spaces and physical assets of the university that will optimize your Unit's or Department's ability to serve the mission of instruction, research, public service, or clinical operations:

## Institutional Priorities

As you develop your capital need, which institutional priority (or priorities) do you anticipate will be a part of your solution to advance the educational, research and service missions of the university:

Click the check boxes that apply

Innovate! Leverage partnerships to pursue strategic objectives and find sustainable solutions to decarbonize our university and reduce the energy use intensity of our buildings.

Reduce the risk of building and infrastructure outages by appropriately investing in the renewal of major components and systems that pose the greatest risk of loss to the University.

Limit or reduce total campus square footage through strategic space re-utilization, consolidation, and removal by transforming the spaces we have, to be more productive in service of the University's mission.

Provide facilities that support and promote the University's Diversity Blueprint 2022-26 goals.

Improve the safety and accessibility of our campuses.

Support FTE growth and the number of degrees awarded in high-demand fields.

Please click the submit button below after completing the form in Adobe Acrobat and this document will appear as an attachment to an email. You may also attach any supplemental information to that same email to further define your capital need. The deadline is August 1, 2023. Should you have any questions about this process, please contact [Bob Simonton](#). Should you have any questions regarding UW Facilities Account Management assignments, please contact [Kristine Kenney](#).