

Project Request Form

*Indicates Required Field

Site Information **3**

*Site Name:

Contact Information **4**

*Pastor/Administrator Name: *Phone:

*Email:

Additional Contact Name (1): Phone:

Email:

Additional Contact Name (2): Phone:

Email:

Proposed Project Information **5**

Choose up to two(2) project requests

Request 1:
*Project Type:

Choose up to two (2) buildings that will be affected

Building Affected (1):

Building Affected (2):

Choose up to two (2) trades/divisions

Trade/Division (1):

Trade/Division (2):

***Brief Description of Proposed Project (250 character limit)**

You have characters left.

PROJECT REQUEST E-FORM

A project request is created by submitting the Project Request E-Form from the Diocesan web site.

The form includes required fields that need to contain valid data for the form to be submitted. The required field is indicated by an asterisk (*), located to the label of the field. Required fields appear in red in the event that an incomplete form is submitted.

Instructions –

- 1) Access the e-form on the **Facilities Services page** at the Diocese of Cleveland website: www.DioceseofCleveland.org
- 2) Scroll to the bottom of the page to the “Capital Project Requests” section, click the “Click here” link to access the e-form.

- 3) **SITE INFORMATION:** Choose **SITE** from drop down list
- 4) **CONTACT INFORMATION:** Complete **CONTACT** information. *Please note when entering the 10-digit phone number. If there is an extension enter it in the Brief Description section at the bottom of the form.*

- 5) **PROPOSED PROJECT INFORMATION:**

Choose **PROJECT/REQUEST TYPE** from drop down list:

Project/Request Type
Aggregate Program
Demolition
Facilities Assessment
General Inquiry
Liturgical Design (if applicable)
New Construction
Renovation
Repair
Site Work

Project Request Form

*Indicates Required Field

Site Information
 *Site Name:

Contact Information
 *Pastor/Administrator Name: *Phone:
 *Email:
 Additional Contact Name (1): Phone:
 Email:
 Additional Contact Name (2): Phone:
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Proposed Project Information

Choose up to two(2) project requests
 Request 1:
 *Project Type:

Choose up to two (2) buildings that will be affected
 Building Affected (1):
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 Trade/Division (1):
 Trade/Division (2):

***Brief Description of Proposed Project (250 character limit)**

 You have characters left.

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B) Choose **BUILDING AFFECTED** from drop down list:

- | Building Affected |
|-------------------------|
| Administration Building |
| All Buildings |
| Apartment |
| Boiler House |
| Church |
| Convent |
| Family Center |
| Garage |
| Gymnasium |
| House |
| Nursing Home |
| Out-Building |
| Parish Center/Hall |
| Rectory |
| School |

C) Choose **TRADE/DIVISION** from drop down list:

- | Trade/Division |
|-----------------------|
| Asbestos Mitigation |
| Concrete |
| Doors |
| Electrical |
| Elevator |
| Excavation/Demolition |
| Flooring |
| General Contractor |
| Gutters/Siding |
| Landscaping |
| Life Safety |
| Masonry |
| Mechanical |
| Painting |
| Paving |
| Plumbing |
| Restoration |
| Roofing |
| Security |
| Specialty Finishes |
| Windows |

D) Please type a **BRIEF DESCRIPTION** (250 characters or less) of your proposed project.

6) **SUBMIT:** Click the "SUBMIT" button to submit the project request.

7) **CONFIRMATION:** The "Project Request Form Was Successfully Submitted" message displays upon successful completion of the form:

Thank you!
 Project Request Form Was Successfully Submitted