



To submit a project request, please go to the 'Tools' tab in My SLU website, and Click on the 'Facilities Service Request' application

The screenshot shows the 'mySLU' website interface. At the top left is the Saint Louis University logo. The navigation bar includes 'Home', 'Student', 'Employee', 'Tools' (which is highlighted), and 'Campus Info'. On the right, there are links for 'Announcements' and a search bar labeled 'Search my SLU'. Below the navigation is a 'Favorite Tools' section with an 'Edit' button. The main area is titled 'All Tools' and contains a grid of application icons. A large blue arrow points to the 'Facilities Service Request' icon, which is located in the second row, fifth column of the grid. Other visible icons include AlcoholEdu, AppXtender, Banner Self-Service, Billiken Buy, Blackboard Learn, Blue Course Evaluations, Canvas (School of Medicine), Cards/Stationery Orders, Clinical Conductor Enterprise (CCE), Clinical Conductor Site (CCS), Cognos, Concur Travel & Expense, CourseLeaf CAT, CourseLeaf CLSS, EAB Navigate, eValue, Flywire, Google Docs, Google Drive, Google Hangouts, Google Sheets, Google Sites, Google Slides, Handshake, Haven-Diversity & Equity Tools, InfoEd, Internet Native Banner (Banner 9), IT Help, ITS Software Downloads, Mapworks, My Files, OASIS, and Office 365 Email slU.edu.

From home page of the Facilities application, hover your mouse over the 'Project Management' bubble.





Within the Project Management bubble please click on 'New Project Request'



Once you arrived to the 'New Project Request' view you can complete the project request form.

Note: The fields with an (*) in red, these are required fields.

Project Management Views Reports Documents Favorites

1 - New Project Request

Project Request Funding Sources Documents

* Project Requested By Tobar, Francisco Select Clear

* Requesting Department D292 Facilities Data Man Select Clear

Project Submitted Date 10/2/2019

* Project Name Office Renovation

* Project Type Renovation

* Provost or VP Project Authorization Select One Clear

Dean Project Authorization Building Envelope/Exterior Imp Clear

Chairman or Dept Head Project Authorize Infrastructure Upgrades Clear

* Preferred Start Date

* Preferred Completion Date

* Project Description

Addition or equip or furniture Clear

BCC Clear

Demolition Clear

Interior Finishes/Space Renewa

New Construction

Non-Facilities

Office/Dept Relocation/Expan

Renovation

Safety/Code

Site Work Renovation/Expansion

Verify your name is populated correctly, click on Select to change the requestor

Verify your department is populated correctly, click Select to change it

Enter an appropriate name for your project

From the dropdown list please select the appropriate Project Type



Please select the approvers needed to authorize the Project to be estimated.



Project Management Views Reports Documents Favorites

1 - New Project Request

Project Request Funding Sources Documents

* Project Requested By Tobar, Francisco Select Clear

* Requesting Department D292 Facilities Data Man Select Clear

Project Submitted Date 10/2/2019

* Project Name Office Renovation

* Project Type Renovation

* Provost or VP Project Authorization (Select) Select

Dean Project Authorization (Select) Select

Chairman or Dept Head Project Authorize (Select) Select

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Enter whole or partial text to search in Employee

Lucido Search Cancel

Advanced Search Mode

1 entities

Employee

Lucido, Michael A.

Lucido, Michael A. Select

Room(s)

Provost or Vice President, click on Select to search

Dean, click on Select to search

Chairman or Department Head, click on Select to search

Once you click 'Select' on each field, a search box will appear. Please search by last name first, if there are too many results; then please use last name first name. (for example, Pestello Fred)

Click on the appropriate name

Click on 'Select'



Project Request | Funding Sources | Documents

* Project Requested By: Tobar, Francisco [Select] [Clear]

* Requesting Department: D292 Facilities Data Man [Select] [Clear]

Project Submitted Date: 10/2/2019 [Calendar icon]

* Project Name: Office Renovation

* Project Type: Renovation [Dropdown arrow]

* Provost or VP Project Authorization: [i] Lucido, Michael A. [Select] [Clear]

Dean Project Authorization: [i] Montgomery, Dustin L. [Select] [Clear]

Chairman or Dept Head Project Authorize: [i] Forhan, Laura [Select] [Clear]

* Preferred Start Date: 11/1/2019 [Calendar icon]

Please select your preferred project start date

* Preferred Completion Date: 2/28/2020 [Calendar icon]

Please select your preferred project completion date

* Project Description: Our department would like to renovate office 221 for the Assistance Director of Parking and Card Services. The Assistant Director of Parking and Card Services will be moving from DuBourg Hall to the Wool Center.

Please enter your project description

* Project Justification: The current state of the office is not suitable for the needs of the Assistant Director of Parking and Card Services.

Please enter the justification for your project request

* Available Project Budget

10,000.00

Please enter the amount of the available budget for this project

* Site

- Select One
- Select One
- S001 Downtown St. Louis
- S002 North Campus
- S003 South Campus
- S004 Remote Missouri
- S005 Remote Illinois
- S006 Reis Biological Station
- S007 Lay Field Station
- S008 Madrid, Spain

From the drop down box, please select the Site where the project will take place

Building

Floor

Room(s)

* Is your department utilizing space today

* Is your depart. sole occupant of space?

Project Status

REV 2. Review/Recommendati

* Project Justification

- 183 Robert May Hall 3331
- 184 former Mammer Jammer Bldg
- 186 3227 Locust St
- 187 Searls Hall
- 188 II Monastero Banquet Center
- 189 Wool Center
- 190 former Family Haven Building
- 193 Beracha Hall

* Available Project Budget

* Site

Building

Floor

Room(s)

* Is your department utilizing space today

* Is your depart. sole occupant of space?

Project Status

REV 2. Review/Recommendati

From the dropdown box, please select the Building where the project will take place





* Available Project Budget

* Site

Building

Floor

Room(s)

* Is your department utilizing space today

* Is your depart. sole occupant of space?

Project Status

From the dropdown box, please select the Floor where the project will take place

* Available Project Budget

* Site

Building

Floor

Room(s)

Please enter the room or rooms that will be affected by the project

Note: Only the Site is required, but if the project takes place in a known space please be sure to fill out the building, floor, and room(s) sections



Room Utilization

Room(s)

From the drop down menu please select the answer regarding the current room Utilization

* Is your department utilizing space today

Select One
Select One
Yes
No

* Is your depart. sole occupant of space?

Project Status

REV 2. Review/Recommendati

* Is your department utilizing space today

Yes

What is the current use?

If your department is utilizing this space, please enter the current use

* Is your depart. sole occupant of space?

Select One

* Is your department utilizing space today

No

What is the proposed use?

If your department is not utilizing this space, please enter the propose use

* Is your depart. sole occupant of space?

Select One



Room Occupancy

* Is your department utilizing space today

What is the current use?

* Is your depart. sole occupant of space?

Project Status

From the drop down menu please select the answer regarding the current room Occupancy

* Is your department utilizing space today

What is the current use?

* Is your depart. sole occupant of space?

Other departments utilizing space

Project Status

If your department is not the sole occupant of the affected space, please enter the name of the other department(s) occupying the space

Next Cancel



1 - New Project Request

Authorization

Dean Project Authorization

Chairman or Dept Head Project Authorize

* Preferred Start Date

* Preferred Completion Date

* Project Description

* Project Justification

* Available Project Budget

* Site

Building

Floor

Room(s)

* Is your department utilizing space today

What is the current use?

* Is your depart. sole occupant of space?

Project Status

* Required Field



Once the request information has been completed, then please click on next to enter the 'Funding Sources'

At this moment in the process, you will get an email stating that your project request has been received. Although this is true, the next step (Adding Funding Source(s)) is very important for the review process of your project request.



1 - New Project Request

Record saved successfully.

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Project Request **Funding Sources** Documents

Funding Source

Add Delete

Anticipated Fund Number

Anticipated Fund Name

Anticipated Fund Amount

The search generated 0 results.

To add a Funding Source please click on 'Add'

*Required Field

Next Close



Record saved successfully.

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Project Request **Funding Sources** Documents

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Funding Source

Add Delete

Anticipated Fund Number
The search generated 0 results.

* Required Field

Funding Source

Details

* Anticipated Fund Number 123456789

* Anticipated Fund Name Miscellaneous Fund

* Anticipated Fund Amount \$10,000.00 USD

* Required Field

Submit Cancel

Please enter the Fund Number

Please enter the Fund Name

Please enter the Fund Amount

Please click on Submit

If you need to add more than one Funding Source, please click on Add again and repeat the previous steps

Record saved successfully.

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Project Request **Funding Sources** Documents

Funding Source

Add Delete

<input type="checkbox"/>	Anticipated Fund Number	Anticipated Fund Name	Anticipated Fund Amount ▾
<input type="checkbox"/>	Edit 123456789	Miscellaneous Fund	\$10,000.00

* Required Field

Next Close

If you are done adding Funding Sources, then please click on Next



This next step is optional.
If you have a document that you would like to add regarding your project request please do the following.



1 - New Project Request

Record saved successfully.

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Project Request Funding Sources **Documents**

Project Documents

Project Code	Project Description	Document Type	Document
This search generated 0 results.			

Please click on Add

*Required Field



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Project Request Funding Sc

Project Documents

Add Delete

Project Code
The search generated 0 result

* Required Field

Submit Close

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Project Documents

Documents

Document Type	Select One
Document	

Submit Cancel

From the drop down box, please select document type that best describes your document



1 - New Project Request

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Project Request Funding Sources Documents

Project Documents

Add Delete

Project Code

The search generated 0 results.

* Required Field

Submit Close

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Project Documents

Documents

Document Type

Document

Click on Upload, the window below will open

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Select File:
(Max allowed content length of web server is 1024 MB)

Click on Browse, navigate where your document is, select your document and click on Open.

File Name:

The file name field will automatically populate with the name of your document

Title:

Please enter a title for you document

Please click on Upload

Submit Cancel



1 - New Project Request

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Project Request Funding Sources **Documents**

Project Documents

Add Delete

Project Code

The search generated 0 results.

* Required Field

Submit Close

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Project Documents

Documents

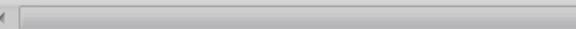
Document Type

Document [Picture of Current Office State \(Current Office State.PNG\)](#)

Submit



Please click on Submit, to finish adding the document to your project request



If you need to add more than one Project Document, please click on Add again and repeat previous steps



1 - New Project Request

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Project Request Funding Sources **Documents**

Project Documents

Add Delete

<input type="checkbox"/>	Project Code	Project Description	Document Type	Document
<input type="checkbox"/>		Our department would like to renovate office 221 for the Assistance	General Document	Picture of Current Office State (Current Office State.PNG)

* Required Field

Submit

If you are done adding Project Documents, then please click on Submit



Navigation icons: Home, Star, Line graph, Grid, Building, House, Wrench, Pie chart.

Project Management Views Reports Documents Favorite

1 - New Project Request

Record saved successfully.



At this point your project request has been submitted. Construction Services will review your request, contact you if more information is needed, and inform you if your request has been approved.