

Capital Request Process

1. Make sure your department head supports the potential request
2. Requests regarding physical space and furnishings must follow RMU design standards – developed by Planning & Design
3. Contact Planning & Design a **minimum of 7-10 business days** for assistance regarding:
 - Language as to why the potential request(s) adds value to the University's mission
 - Space Planning Options and Potential Costs
 - Potential Code Evaluations
 - Furniture Standards, Selections and Costs
 - Signage Standards
4. Planning & Design will develop and provide you your project costs
*Cost excludes IT/Technology – Please contact Randy Johnson @ 412-397-6902 or johnsonr@rmu.edu



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