

## **Project Initiation**

The process begins when you recognize the need for upgrades or improvements to a building or range, or need a new facility. Project related work is initiated by submitting a Project Request Form (PRF).

A Project Request Form (PRF) is required for changes or improvements to a building or for the purchase of equipment that will require physical connection to a building or its utilities. The PRF serves as the work authorization and accounting document for the project. The PRF lets us know that the project is supported and approved by the BoD and it serves

When the BoD receives a properly completed PRF, the work is assigned to a Project Manager, appointed by the BoD for each specific project. If you prefer a specific individual to handle your project, please indicate this on the PRF. The same applies to the construction phase of your project. The Project Manager will contact you after receiving the PRF, and will work with you to accomplish your goals and serve the best interest of PF&G..