Major Renovations, Capital Outlay, and Change of Use/Assignment

Due to Provost by October 1

The Executive Director of Physical Plant shall ensure compliance with these procedures. The Deans and Vice Presidents shall implement these procedures. Terms:

**Minor renovations/routine maintenance:** painting, carpet, general maintenance requests that only affect the primary user.

**Major renovations:** remodel of existing space that affects primary and secondary users but does not change structural integrity. This includes construction that results in a change to the internal arrangement of an existing facility in order to provide a higher standard of quality, increased efficiency, or a use different than originally existed.

**Capital outlays:** new buildings, additions, and renovations that require substantial structural modifications or alter the programmed design or function of the space, including fixed equipment and utility and site development.

**Change of use/assignment:** New primary users of space such that functionality is changed (e.g., lounge to classroom, classroom to lab, lab to office spaces, etc). This includes the movement of faculty to different offices if more than one academic school is affected.

~~~~~~ please use attached form for all requests ~~~~~~
Major Renovations, Capital Outlay, and Change of Use/Assignment

Due to Provost by October 1

Project Title:

Building/Room:

Has design work for this project been previously requested?

Person requesting work:  Ext.:  Email:

Rationale/Needs Analysis:

Primary/End Users:

Secondary Impact:

Scope of Work/Project Description (anticipated square footage, structural modifications, electrical/technological requirements, finishes):

Degree of Urgency:

Funding Year/Desired Completion:

Proposal Approved by:
Department Chair (if applicable): __________________________
Area Dean: __________________________
Vice Provost (if applicable): ________________________________

Feasibility/Cost Estimate and Funding Source
Executive Director of Facilities Services: (consultation with Director of Scheduling and Promotions and Director of CaTS; comment on feasibility; rough cost estimate and signature)

Provost Facilities Planning Committee Decision:

Provost/VP: ________________________________

Action Taken: