



# Project Request Form

## Major Renovations, Capital Outlay, and change of Use/Assignment

### Approval Process for Major Renovations and Capital Outlays

The following process is used when a Department or Program area has identified a need for a major renovation or capital outlay.

#### Department Chair/Head or Director/Dean

- determines project idea should be explored and completes the Major Renovations, Capital Outlay, and Change of Use/ Assignment form and submits it to the supervising Provost, Vice Provost or Vice President by September 15th.

#### The Provost, Vice Provost or Vice President/CFO

- forwards the form by September 30 for initial review and feasibility to Director of Facilities Services and / or Director of Project Management. The project request is scoped for impact, technology, feasibility and cost. They will engage the Chief Technology Officer, Director of Scheduling, Director of Events and Conferences and Director of Athletics as needed for details pertaining to the request. [Note 1]

#### Facilities Services or Project Management

- Feedback and rough estimates are provided to the Provost, Vice Provost or Vice President/CFO for a decision to determine whether to include the project in the appropriate budget planning cycle, and presented to the Provost Facility Planning/Campus Facilities Planning committee for recommendation

#### CFO/Cabinet and President

- Projects recommended by PFC/CFPC are submitted to the CFO, Budget Committee and / or Cabinet and President for approval and inclusion in the annual budget process [Notes 2 and 3]

#### Notes:

1. The initial feasibility team will determine whether the request is considered a minor or major renovation.

2. Requests submitted after September 15 will follow the same approval

Process with each step in the process taking up to 30 days to complete.

3. A June 1 start may not be possible for requests submitted after September 15.



# Project Request Form

A Major Renovations, Capital Outlay, and Change of Use/Assignment form must be completed and submitted to the supervising Provost, Vice Provost or Vice President. As indicated on the form, projects will be defined as:

- **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, 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. It also includes moves that change the use of tax-exempt bond funded facilities.

## Terms:

**Routine Office Moves:** movement of faculty or staff within the same functional unit not requiring renovation of space. Use the "Office Move Request Form".

**Routine Maintenance:** painting, carpet, general maintenance requests that only affect the primary user. Use the "Work Order Request Form".

**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. Use this form.

**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, utility, and site development. Use this form.

**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. It also includes moves that change the use of tax-exempt bond funded facilities. Use this form.



# Project Request Form

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

Date:

Project Title:

Department:

Building:

Previously submitted?

Person Requesting Work:

Ext.:

Email:

Project Liaison:

Ext:

Email:

Rationale/Needs Analysis:

Primary/End Users:

Secondary Impact, Benefit Advantage or Consideration

Scope of Work/Project Description (anticipated square footage, structural modifications, electrical/technological requirements, finishes; describe what is necessary to accomplish your objective):

Degree of Urgency:

Funding Year/Desired Completion:

Proposal Approved/Recommended by:

Form to be sent to Office of Project Management or Facilities Services for work induction and assessment before additional approval steps are authorized. The returned form will be presented to the following:

Department Chair/Head:

Area Dean/Director:

Provost/Vice Provost/Vice President:

Vice President for Finance  
and Administration



# Project Request Form

## Feasibility/Cost Estimate and Funding Source

**(to be completed by Director of Facilities Services or Director of Project Management):**

Request Number:

Project Classification:

Minor Renovation

Change of Use Affecting Only One Area no permit required

Change of Use Affecting More Than One Area or requires a

Major Renovation or Capital Outlay

## Feasibility Assessment

Budget estimate

Schedule / Project Timeline

Operational / Departmental Impact

Hazard level / Risk Identification and avoidance

Presentation to PFC/CFPC Date:

Recommendation: Yes \_\_\_\_\_ No: \_\_\_\_\_

Further action/information required:

Project Manager Assignment: Name \_\_\_\_\_ Ext: \_\_\_\_\_ Email: \_\_\_\_\_

Date of authorization to proceed; or date to re initiate project if postponed \_\_\_\_\_