

Facility Change Request Program

Program

The Facility Change Request Program is an annual process whereby academic and administrative departments request approval for projects requiring a change or an improvement to a building or part of the campus. The Capital Funding and Priorities Committee oversees the program and approves the request to change a campus building. The Facilities Department coordinates the project request process.

Requests

Each year the Facilities Department allocates approximately \$250,000 of its budget to help support department project requests. Requests for funding are to be for small renewal projects and are typically of the nature of small area remodeling such as, re-configuration of a room, changing of a doorway, adding electrical service, or extending other building utility service to support the installation of a new piece of equipment. Requests for funding support are to be in the range of \$3,000 to \$50,000. Requests are expected to demonstrate a real need in support of a College or departmental objective. Departments may wish to self-fund their request and should include a budget account number with their request. These requests still require approval as a change to a facility.

Process

Instructions to submit a request are typically sent to departments in October. A Facilities representative is available to assist the requesting department to verify the scope of the request and establish a preliminary budget before the final request is submitted to the reviewing committee.

A sub-committee comprised of representatives from the Business Office, Dean's Office, Residential Life, Treasurer's Office, PEAR, and Facilities will review all requests, prioritize them, and make a recommendation to the Capital Funding and Priorities Committee (CF&PC) for funding. The sub-committee typically meets in January to review the requests and develop an allocation recommendation. The CF&PC will typically approve requests in February and departments will be notified of the status of their requests. Funding will be available the following first of July for projects approved without department budget funding. The committee will use the following criteria in evaluating requests:

- Request supports a College strategic initiative
- Request supports an approved departmental initiative
- Request provides multiple benefits to others
- Department budget constraints

Other facilities work and project request processes

The Classroom Advisory Committee oversees the process for annual upgrades to classrooms and the distribution of \$100,000 that the Facilities Department sets aside in its annual budget.

Normal repairs and maintenance of College facilities are the responsibility of the Facilities Department and requests should be sent to the maintenance office. A work order will be issued and the appropriate Facilities staff person will be dispatched to correct the problem.

Capital improvements to facilities and the campus must follow the capital project process for approval and implementation and a Facility Change Request must be submitted during the annual process.