

Facilities Change Request Funding Program

Program

The Facilities Change Request Program is an annual process whereby academic and administrative departments may request funding to support projects requiring a change or an improvement to a building or part of the campus. Each year the Facilities Department allocates approximately \$250,000 of its budget to help support other department requests. The Capital Funding and Priorities Committee oversees the program and the Facilities Department coordinates the request process.

Requests

Requests 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.

Process

Instructions to submit a request are typically sent to departments in October along with the College annual budget instructions. A Facilities representative will be available to assist the requesting department to verify the scope of the request and establish a preliminary budget before the Facilities Department submits the final request to the reviewing committee.

A six member sub-committee comprised of representatives from the Business Office, Dean's Office, Residential Life, Treasurer's Office, 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 those approved projects. 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.

Departments may initiate other non-capital facilities service requests to the Facilities department. Departments may be asked for their account number and departments may be charged for the service provided.

Large scale capital improvements to facilities and campus are to follow the capital project process for approval and implementation.