

FACILITY CHANGE REQUEST PROGRAM

Overview

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 (CF&PC) oversees the program and approves all change requests to campus spaces regardless of the funding source. The Facilities Department coordinates the project request process.

Funding Opportunities and Requests

In fiscal year 2023-2024, the Facilities Department will allocate \$353,979 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 *project approval* should be within a range of \$3,000 to \$50,000. Requests for *funding support* can be for up to \$30,000. Requests over \$30,000 will need the gap to be funded from another budget source. Requests are expected to demonstrate a real need in support of a College or departmental objective. Departments may opt to fund their own request and should include a budget account number with their request. These requests still require approval as a change to a facility.

Process

A sub-committee comprised of representatives from the Business Office, Dean of the College Office, Residential Life, Treasurer's Office, PEAR, and Facilities will review all requests, prioritize them, and make a recommendation to the CF&PC for approval and 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 on July 1st 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.

Maintenance Requests

Normal repairs and maintenance of College facilities are the responsibility of the Facilities Department and requests should be sent to the Maintenance Office via the work order system. The work order will be assigned to the appropriate Facilities staff person who will be dispatched to correct the problem.

October 17, 2022