

FACILITY CHANGE REQUEST PROGRAM

Program

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

Requests

Each year the Facilities Department allocates a portion of its capital budget to help support department project requests. Requests for funding should be for building renewal projects such as small area remodeling, re-configuration of a room, changing a doorway, adding electrical service, or extending other building utility service to support the installation of a new piece of equipment.

Requests are expected to demonstrate a real need in support of a college or departmental objective. Projects may range from \$3,000-\$100,000 and will be funded based on the following:

- \$3,000-\$30,000: Projects may be fully funded by FCR Funds.
- \$30,000-\$100,000: FCR funds will cover the first \$30,000 with the remaining amount being split 60/40 between capital allocation funds and your department funds or another budget source.

Projects that include more than one department (or program) are more likely to be supported. Cost-sharing by departments is expected, if possible.

Even if your department has funding and plans to pay for a change to your space, you will need to submit a request to obtain approval from the FCR committee and CF&PC. Currently CF&PC reviews and approves all Capital projects, defined as *any improvement or change to campus buildings or grounds that exceeds \$25,000 and does not include normal maintenance or operating expenditures*. Additionally, CF&PC's role in the FCR process is to *assist in prioritizing and awarding funding requests and to approve capital project requests, including those funded by departments*.

Capital projects exceeding \$100,000 can be requested through consultation with a department's respective Vice President as part of the College annual budget request process.

Note: Department furniture and equipment are not supported by Facility Change Request funds.

Process

A sub-committee comprised of representatives from the Office of the Provost, Residential Life, Vice President and Treasurer, PEAR, ITS, Security, Student Activities, and Facilities will estimate the cost of the request, review all requests, prioritize them, and make a recommendation to the CF&PC for funding. The sub-committee meets in December and January to review the requests and develop an allocation recommendation. The CF&PC will 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 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 14, 2025