
SPACE MODIFICATION REQUEST FORM INSTRUCTIONS & PROCESS

- 1) The information at the top of the form, within the grey-colored boxes DOES NOT need to be filled in, that information will be added later on, once the form is received by Central Scheduling.
- 2) Requestor should fill out all of the information between the 2 dark green lines (attach sketches if possible).
- 3) Submit form to your Dean or Director for consideration.
- 4) If approved, the Dean/Director recommends funding source & determines whether or not it is an urgent request, checking the appropriate box & other information within the boxed area, then he/she should present the PRF to the corresponding Vice President for consideration.
- 5) If approved, VP should verify funding source and if necessary, check the "Estimate Only" box and send the completed PRF to Central Scheduling (CS) at the ASFC (Physical Plant) building.
- 6) Central Scheduling will log the PRF, assigns it a PRF# and emails a copy to the Physical Plant Project Management Team (PMT) members for preliminary review.
- 7) A. If a project is marked Urgent the Dir. of Facilities Planning & Construction (FP&C) and the Assistant Dir. of M&O (or their designees) confer & assign a Project Manager (PM).
B. If marked as Non Urgent; the Project will be evaluated by PMT & assigned a PM at the next biweekly PRF meeting.
- 8) PM will communicate with Project Contact person designated on PRF within 2 weeks of his/her assignment to the project).
- 9) Project manager does a preliminary estimate and submits it to Central Scheduling who in turn sends it back to the Requestor.
- 10) If the cost estimate is less than \$10,000.00 and the VP has funds at his disposal, the VP has authority to approve the PRF. In this case, the VP checks off the box "Process with approved funding source" and returns it to Central Scheduling. The Project Manager starts project.
- 11) If the cost estimate is more than \$10,000.00 with no identified funding or more than \$10,000 with or without identified funding the VP with the Requestor will need to submit the PRF to CFPC for approval.
- 12) CFPC votes to approve/deny and if approved, makes a funding recommendation. CFPC may also request further research and/or other options.
- 13) CFPC Chairperson sends a memorandum with the projects that were approved to the President for final review/approval and, if necessary, to determine funding source.
- 14) President or EVPFA's office will return reviewed memorandum to CFPC Secretary who will then route it to the CFPC Chairperson and email copies to all CFPC members, as well as to the Directors of FP&C, M&O, as well as the corresponding Project Managers and to the Administrative Coordinator for Central Scheduling.

Official Name of Project _____

Date: _____ Department: _____

Primary Contact Person: _____ Phone: _____ E-Mail: _____

A Project Manager will be assigned to this request and will be contacting you within two weeks of his/her assignment to schedule a project scoping meeting & if applicable, a site visit.

Requested Timeline:* _____

** Actual Project scheduling may be dependent on many variables, like University Priorities, availability of funding & funding & labor resources, safety & code compliance requirements, ETC.*

PURPOSE OF REQUEST: (Be as detailed as possible and if applicable, please include a rough sketch of what you have in mind):

Attached sketch: YES NO

Building Name: _____ Room # (s): _____

Department Needs / Program:

Number and Type of Spaces Required: _____

Equipment Needs: _____

Furniture Needs: _____

Plumbing & HVAC: _____

Locksmith / Access control: _____

Electrical / Data / Network / Audio Visual: _____

Other: _____

APPROVAL

1. Requestor's Signature: _____ Date: _____

Print Requestor's Name: _____

2. Dean / Director Signature: _____ Date: _____

Print Name: _____

Proposed Funding Source: _____ Is this a Grant & Contract Account? YES NO

if the project meets a high University priority & is considered urgent, please check on of these 2 boxes:

URGENT (with funding already identified):

URGENT: (without funding sources identified):

3. Divisional Vice President Signature: _____ Date: _____

Print Vice President Name: _____

For Estimate Only

Process with approved Funding Source

Date _____

Funding Source Approved: _____

THE CFPC CONSIDERED AND APPROVED THIS PROJECT ON: _____

NOTE: IF APPROVED, THE PROJECT WILL GO TO THE PRESIDENT FOR FINAL REVIEW & FUNDING DETERMINATION

PROJECT REQUEST FORM (PRF) PROCESS FLOW CHART

