

STEPS INVOLVED IN REQUEST FOR SPACE MODIFICATION OR DESIGN

Requests for Space Modification or Design (SMD) are due by December 1st for work to be considered in the current fiscal year or by February 15 for work to be considered in the next fiscal year. Up to three (3) weeks can be expected from request submittal to Administrative Review.

STEP 1: SUBMISSION OF REQUEST FOR SPACE MODIFICATION OR DESIGN (SMD)

Upon receipt of a Request for Space Modification or Design (SMD), the project request will be reviewed by the Space Modification and Design Committee.

Electronic forms can be automatically routed through your department for approvals and will be automatically submitted to the Committee upon completion of the signatory process.

STEP 2: CLARIFICATIONS & ADDITIONAL INFORMATION

Prior to Committee review and depending on the amount of detail provided in the request, a representative from the Committee may contact the requestor for additional information or clarifications. *This should occur approximately within one (1) week of receipt of a request.*

STEP 3: COMMITTEE REVIEW

During committee review first glance cost evaluation may be assessed in order to gauge the magnitude of the request. A committee representative may report initial findings to the requestor and other signatories to determine if changes are required, if it should be elevated to Administrative Review or if the request should be withdrawn in its entirety. *This should occur approximately within two (2) weeks of receipt of a request.*

If changes are made to the request at this point, an additional week could pass before being elevated to Administrative Review, *for a possibility of three (3) weeks from receipt of request to Administrative Review.*

STEP 4: ADMINISTRATIVE REVIEW

The Committee Chair will report to the Vice Presidents all requests that have cleared the Committee and Department Heads. This review is by appointment only and is subject to Vice President availability. *No estimate of time can be provided for this step in the process.* The Committee Chair will then report administrative decisions to the committee. A representative from the committee will contact the requestor for a status update.

STEP 5: DETAILED DESIGN & ESTIMATE

If the Committee receives Vice President approval to proceed, a representative from the Physical Plant, or others as required, will contact the requestor to proceed with detailed scope and cost estimate. During this time projects costs could raise or lower based on decisions made by the requestor or by those performing specific investigations.

If significant scope changes arise during the design and cost estimation phase, committee and Vice President approval will be required.