



FACILITIES PLANNING AND CONSTRUCTION FACILITIES RENOVATION/MODIFICATION REQUEST

Procedure

General All renovation of, or modification to any University building, structure, street or drive, walkway, sign, or other infrastructure must be reviewed by the Office of Facilities Planning and Construction/ University Architect prior to the beginning of any design or construction work. The individual, office, or department responsible for requesting any such renovation or modification (the *requesting department*) shall be responsible for the review and approval process as outlined below. The Office of Facilities Planning and Construction will assist the *requesting department* in the approval process by providing preliminary drawings and/or estimates and technical advice on the feasibility of the request.

Request for Renovation/ Modification All requests for renovation or modification shall be fully documented on the attached **Request Form**. This form shall be completed by the *requesting department* and E-mailed or faxed to the Office of Facilities Planning and Construction for review and comment.

Each request will be reviewed for conformance with the State of Alabama Building Code, applicable Federal, State, and local regulations, The University of South Alabama Master Plan and Design Standards, and other University regulations or requirements. Copies of the request will also be distributed to the appropriate administrative departments for review and comment. The Office of Facilities Planning and Construction will coordinate all comments and/or administrative requirements and will provide preliminary drawings and/ or estimates of probable cost as required to facilitate the approval process.

The *requesting department* shall be responsible for obtaining approvals from all governing University Committees. The Office of Facilities Planning and Construction will assist the requesting department in the preparation of the required documentation and in the approval process.

Upon completion of the review process, the Office of Facilities Planning and Construction will forward all comments/ required revisions, preliminary drawings, and an estimate of probable cost to the requesting department along with the Office of Facilities Planning and Construction **Approval Form** to be used by the requesting department for formal approval of the project.

Renovation/Modification Approval The *requesting department* shall be responsible for obtaining a University Account Number and listing the account number on the **Approval Form** before forwarding to the appropriate Dean/ Director and area Vice President for final approval. **A FOAPAL “construction” account number is required for all projects with a total project cost over \$10,000.** If required, The Office of Facilities Planning and Construction will assist the requesting department in establishing this account.

The **Approval Form** listing the Estimate of Probable Cost and the University Account Number, along with all attachments shall be forwarded by the *requesting department* to the appropriate Dean/ Director and area Vice President for signature and final approval. The Dean/Director and area Vice President shall ensure that the appropriate funding is available prior to implementation of the requested project. The *requesting department* shall then be responsible for forwarding the completed **Approval Form** (with original signatures) to the Office of Facilities Planning and Construction to begin work on the project.

All questions concerning the review/ approval process should be addressed to:

Office of Facilities Planning and Construction CSB 105
Attn: Daniel Greer
Ph: 460-7480
Fax: 460-6380
E-mail: dgreer@usouthal.edu



**Facilities Planning and Construction
Facilities Renovation/Modification**

R/M# _____

Request Form

To Be Completed By the Requesting Department

Date _____ **Requesting Department** _____

Contact (name) _____

Campus Address _____ **Phone Number** _____

E-Mail _____ **Fax Number** _____

- Type of Request**
- Renovation/Remodel
 - Additional Space
 - New Space
 - Change in Use of Space
 - Parking/Roads
 - Other

Description of Request (Include Building /Room number(s) - *attach sketch or other descriptive information*)

Reason for Request _____

Required Completion Date or Construction Period _____

Anticipated Budget / Funds Available for This Work \$ _____

Anticipated Source of Funds/Dept. Account No. _____

Work Authorized By: _____

(Signature of Department Head / Director)

(Department Head/Director understands and acknowledges that the actual cost of materials and Facilities Planning & Construction design/estimating/construction labor and other expenses will be charged against the above listed Departmental Account)

E-Mail or Fax Request Form To Daniel Greer
Office of Facilities Planning and Construction – CSB 105
dgreer@southalabama.edu / Fax 460-6380