

Facility Operations Instructions for Construction, Remodeling or Renovation Requisition

Step One: Initial Request for Building/Site Improvement:

Complete Section One including description, requestor information, and necessary signatures. Please reference below to classify your request. When complete, please forward hard copy to the appropriate department.

Step Two: Improvements that Require Public Safety Approval:

If the request is for security cameras, card access systems, intrusion systems, or items of that nature, forward completed form to Public Safety (fax: 313-993-1601). Public Safety will complete Section Two.

Step Three: General Cost Estimate Provided:

For all other matters, please forward the completed form to Facility Operations (facilityoperations@udmercy.edu or fax: 313-993-1175). Facility Operations will generate a Work Request based on the information given and provide a general cost estimate.

Step Four: To Confirm Project Approval:

Please Note: President's Council approval is required for requested projects that (1) Change the function of the space or (2) have an estimated cost of over \$15,000.

Once the Work Request is updated with an estimate, please (1) present project proposal to PC for approval; (2) update and resubmit the Con/Rem/Ren form with appropriate Vice President/President signatures showing PC approval; and (3) with the appropriate FOAP and Budget Manager's signature.

How are Estimates and Project Costs Determined?

Facility Operations estimates represent the best approximation of cost to complete the requested project scope. Estimates are prepared by professional staff who employ recognized industry standards and comparable project cost experiences in their estimates. This estimate is an attempt to give the requesting department an approximate cost for budgeting purposes. Actual costs may vary due to materials, market conditions, timing, labor increases, etc. Once the project is approved and a budget is in place, a minimum of three independent quotes will be acquired from contractors to arrive at the actual project cost.

What is a Contingency?

In your project budget you will see a contingency amount, an amount which is held for unknowns or hidden conditions that may arise during a project. This contingency amount will vary based on the type and complexity of the project. And if there is a contingency balance near the end of the project, scope may either be added to the project or this amount will be returned to the funding source.

What are your Cost Expectations?

You are cautioned not to attempt to compare residential pricing to University quotes you may receive. The University has insurance requirements, safety standards, code compliance requirements, material standards, billing procedures, durability requirements, warranty requirements, and an aging infrastructure which may need to be addressed to accommodate the requested scope of work.

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Please consider the following criteria as you are completing this form. Projects will be evaluated based on these factors and on UDM facility standards.

- Safety/Security Impact -** must be fixed/replaced/purchased or it will jeopardize the safety/security of the University Community. (Please send all requests of this nature to the Public Safety Department)
- Emergency in Nature -** must be completed or it could result in property damage or continued property damage.
- Operational Savings -** will result in lower expenses (supplies, equipment or personnel) for the University.
- Energy Savings -** will result in a reduction in utility costs/usage.
- Environmental Standards -** ability to meet facility standards, regulations and codes.
- Improvement -** will improve the quality of life at the University and has the potential to positively impact student recruitment/retention, image or faculty/staff morale.
- Funding Source -** will require operating budget funds or will be gift/grant funded.
- Teaching Impact -** ability to deliver the academic program.
- Timeline -** can be designed and implemented in the related budget cycle or donor/grantor requested timeframe.
- University Overall Plan -** will fit UDM's mission and strategic plan.



FACILITY OPERATIONS CONSTRUCTION, REMODELING, OR RENOVATION REQUISITION

Requisition No.
Assigned by
Facilities Management

Fac Ops #:

DPS #:

Construction Projects: New building, addition or landscaping.
 Remodeling Projects: Removal or installation of walls or other physical changes.
 Renovation Projects: Upgrading of existing facilities, including replacement of worn carpet, drapes or blinds, the painting or covering of walls, upgrading lights and replacement of classroom furnishings and equipment.

SECTION ONE – Work/Project Request (To be completed by Requestor)
 Please describe the work or project being requested. Please read the criteria on Page 1 before completing this section. Projects will be evaluated based on these factors and on UDM facility standards. One additional project description page may be submitted with this form.

Requestor's Name:	Requesting Department:	Phone:
Date:	Dean/Director's Approval (signature required):	

SECTION TWO – Security Assessment Area (To be completed by Public Safety Department)

Description of Concern	Campus Location
Date:	Assessed By: Badge #:

SECTION THREE – Estimate of Cost (To be completed in Work Request by Facility Operations)

Description	Cost
Date:	Estimate By: ESTIMATED TOTAL: <small>Facility Operations Personnel</small>

SECTION FOUR – Authorization & Approval
 All projects will be assessed a 3% University Administrative Charge

CREDIT TO: FACILITY OPERATIONS	-	-	-	
DEBIT TO: _____	FOAP: -	-	-	DEBIT AMOUNT <small>To be filled in by Facility Operations</small>
Requesting Department	Building	PC Approval (For Change in Function of Space or over \$15,000)		
Department Approval:	Dean/Dept. Head	Date	PC Member	Date
			Director of Budget/Controller	Date
APPROVED - Director of Facility Operations & Construction Mgt.		Date		