



**FACILITY OPERATIONS
INSTRUCTIONS FOR CONSTRUCTION, REMODELING, OR
RENOVATION REQUISITION**

(UDM-FO-1)

- Step One:** Complete top section 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:** If the request is for security cameras, fire alarm systems, intrusion systems, or items of that nature, forward completed form to Public Safety (fax: 313-993-1601). Public Safety will complete Step Two.
- Step Three:** For all other matters, please forward the completed form to Facility Operations (fax: 313-993-1175). Facility Operations will complete Step Three and will then return it to your department with a cost estimate.
- Step Four:** When form is returned to your department with an estimate, obtain the necessary endorsements for approval and resubmit to Facility Operations.

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 Vision 2020.



FACILITY OPERATIONS CONSTRUCTION, REMODELING, OR RENOVATION REQUISITION

Requisition No.
Assigned by
Facilities Management

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.

STEP ONE – 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):	

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

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

STEP THREE – Estimate of Cost (To be completed by Facility Operations)

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

STEP FOUR – Authorization & Approval

All projects will be assessed a 3% University Administrative Charge

CREDIT TO: FACILITY OPERATIONS	-	-	-	
DEBIT TO: _____	FOAP:	-	-	-
<small>Department Name</small>		DEBIT AMOUNT <small>To be filled in by Facility Operations</small>		

Requesting Department	Building
Department Approval:	Budget/Controller Approval
_____ <small>Dean/Dept. Head</small>	_____ <small>Director of Budget/Controller</small>
<small>Date</small>	<small>Date</small>
APPROVED - Director of Facility Operations	VP/President if applicable
<small>Date</small>	<small>Date</small>