

Project Approval Process

Construction, Remodeling, or Renovation Requisition

PC Concept Approval

If a project is anticipated to cost more than \$15,000 or changes the use of the space, the Dean/Director submits completed ConRemRen Form to Area VP for PC concept approval. Projects that are neither go directly to Facility Operations for cost estimating.

If project changes the use of the space, a Space Request Classification form must also be completed.

Cost Estimating

Area VP sends approved documents to Facility Operations for cost estimating.

Facility Operations will perform a preliminary cost estimate, assign project #, and return to requester/Area VP.

Start or Submit for Cost Estimate Approval

If estimate is more than \$15,000, Area VP submits the ConRemRen form to PC for cost estimate approval, contingent upon raising funds (if funds don't already exist in FOAP noted on document).

Estimates less than \$15,000 jump to the "Budget Verification" stage.

Fundraising

Requester raises funds and notifies Facility Operations once complete.

Project Pending

Approved PC documents are held in Facility Operations until funds have been raised.

PC Cost Estimate Approval

PC reviews documents to approve project scope, cost estimate, and fundraising efforts.

Area VP sends signed documents to Facility Operations.

Budget Verification

Facility Operations brings ConRemRen form to Budget Office to verify funding and for FOAP/Budget setup.

Construction Management Bid Process

The Construction Management team will develop plans and drawings for contractor bidding.

If bids come in above cost estimate, the form will be resubmitted to PC for approval.

Project Beginning

Construction scheduling plan and communication is set by Facility Operations.

Construction begins!