



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/

**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 (j 0.0 336.36tj -0.0.m(e i)6((B -102 77MC /P <ld 0.004 Tc -0.r)))(l) -102 77MC /P [10.3)u(