***FACILITIES MODIFICATIONS PLANNING AND APPROVAL PROCESS***

Facility modifications require a coordinated effort among several areas of the College:

the user department seeking to alter existing space, which is responsible for initial design concepts and the supporting programmatic justification for space changes; the Office of Facilities Management, which is responsible for coordination of the design, costing, and construction, if approved, of facility changes; and the Office of Finance and Planning which is responsible for budgeting and managing the financing arrangements associated with facility changes.

The following guidelines should be followed in developing budget proposals for potential facility changes:

1. Facility changes must be consistent with the College's facility master plan and current directions with respect to enhancing or adding programs and/or services as defined by the College's Strategic Plan and operational goals established for each area of the College.

2. If regular annual operating and capital funds and/or in-house staff are to be used to undertake facility changes, facility changes should be identified and budgeted for as a part of the College's annual fiscal year budgeting process.

3. Because of limited staff and financial resources, the President acting upon the advice of the cabinet members will approve an annual facility improvement plan which will set priorities and allocate resources for facility changes on an annual basis. Facility modification needs which are identified after the annual plan is established will be addressed only if there is presidential authorization to revise the approved plan.

4. Examples of projects which are covered by these guidelines are those which require the movement of doors, windows or walls; the modification of HVAC and plumbing systems; extensive wiring or cabling; and/or new carpeting not accomplished under routine carpet replacement projects. Routine painting and repairs to existing structures and systems should be handled through a (FAMIS) work order at the time the need is identified.

5. The following steps should be taken by a college staff member seeking to initiate a facility change:

a. Complete the attached facility development request form.

b. Secure supervisor's and area Vice President's authorization for design and pricing by the Director of Facility Operations.

c. Meet with Director of Facility Operations to discuss project and ensure that all details needed to develop a full project proposal are provided.

d. Submit final plan, including design and construction budget, to supervisor and Vice President who, if they are in support of project, will submit to President for approval and inclusion in annual facility development plan.

6. **It is the responsibility of the organization requesting a facility modification to include new furniture or equipment required to outfit the renovated space in the organization’s capital budget.** If a space renovation is approved outside the normal capital budget cycle, then the organization manager is responsible for finding funds for new capital needs through budget adjustments or other special funding sources. Staff

resource constraints may prevent an unbudgeted project form being undertaken even if funding can be identified.

jps: 1/17/07

***FACILITIES DEVELOPMENT PLANNING FORM***

Please provide the following information to support a request for facility modification: Date of Request:

Organization Name and Number: \_

Representative from program or service area that will

serve as organization contact for project:

Location of Project:

Room

Building

Anticipated funding source:

Please answer the following questions about the proposed change. Attach written comments to form if more space is required.

I.Describe the purpose for the proposed changes, i.e., what programmatic or administrative goals will be achieved with change, how will program quality or student services be enhanced?

II.How does the proposed change support directions set for space development in the College's facility master plan, the College's Strategic Plan, and/or other organizational goals?

III.Attach a rough drawing of the proposed change. Explain how space usage will change with the modification, e.g., changes in number of students or staff that will use space, changes in furniture and equipment that is used?

IV.Will this change encroach on space that is currently in use by other areas of the College? If so, what are the implications of the encroachment? Has the proposed change been discussed with other affected areas of the College?

V.Are there any implications for electrical service, plumbing or HVAC services of which you are aware associated with proposed change?

VI.Describe any proposed changes to existing floors, walls, ceilings and telecommunication systems, e.g., repainting, new carpeting, new ceiling tiles, new telephone services, relocated computer cabling, etc.

VII.What is the desired date for completion of the project? If completion by a specific date is essential, please explain.

***PRIORITY (Check One):***

***Survival*** (Must be undertaken for a program or service to continue to be offered) \_

***Essential*** (Must be undertaken in order for a program or service to maintain its current level of quality)

***Enhancement*** (Will allow an existing program or service to be strengthened)

***AUTHORIZATION TO PROCEED WITH THE DEVELOPMENT OF DETAILED DESIGN CONCEPTS AND CONSTRUCTION PLAN BUDGET:***

Organization Manager

Dean or Second Level Manager

Vice President \_

***NOTES:* (1)** Once the facilities development package is complete, it should be forwarded to the area Vice President who is responsible for making a recommendation to the President with respect to the project.

**(2)** After consultation with the Purchasing Department, it is the responsibility of the organization manger to budget for, obtain approval, and order any new furniture or equipment that is required for approved facility changes. Any new computer or telephone services that are required must be coordinated with the Office of Information Technology Services and Telecommunications.