Procedures for requesting Renovations, Construction/Capital Outlay and Change of Use/Assignment

The Managing Director of Plant Facilities shall ensure compliance with these procedures. The Deans & Cabinet members shall implement these procedures. Definitions:

**Minor renovations/routine maintenance:** painting, carpet, general maintenance requests that only affect the primary user and office moves within an academic school. These can be submitted any time and do not require Planning & Priorities Committee approval but does require all other approvals.

**Major renovations:** remodel of existing space that affects primary and secondary users but does not change structural integrity. This includes construction that results in a change to the internal arrangement of an existing facility in order to provide a higher standard of quality, increased efficiency, or a use different than originally existed. Due to Managing Director of Plant Facilities by October 15th.

**Capital outlays:** new buildings, additions, and renovations that require substantial structural modifications or alter the programmed design or function of the space, including fixed equipment and utility and site development. Due to Managing Director of Plant Facilities by October 15th.

**Change of use/assignment:** New primary users of space such that functionality is changed (e.g. lounge to classroom, classroom to lab, lab to office space, etc). This includes the movement of faculty to different offices if more than one academic school is affected. Space funded by donation needs to be evaluated for any donor restrictions. Due to Managing Director of Plant Facilities by October 15th.

(Please use the attached form for all requests as defined above, print, fill out, and give to your supervisor)

Revised: November 2018
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Due to Managing Director of Plant Facilities by October 15th except for minor renovations/routine maintenance which can be submitted anytime

Project Title:

Building/Room:

Has design work for this project been previously requested?

Person requesting work: Ext: Email:

Rationale/Needs Analysis:

Primary Users of the Space:

Secondary Users of the Space:

Manner in which change supports student learning and aligns with Westminster mission and strategic vision:

Scope of Work/Project Description (anticipated square footage, structural modifications, electrical/technological requirements, finishes, donor restrictions for space change of use or assignment):

Degree of Urgency:
Funding Year/Desired Completion:
Funding Source & cost estimate:
Proposal approved by:

Dean/Department Director: ______________________________________

Cabinet member: ______________________________________________

Feasibility/Cost Estimate and Funding Source
Managing Director of Plant Facilities (comment on feasibility; review cost estimate and signature):

_____________________________________________________________

Planning and Priorities Committee Recommendation:

_____________________________________________________________

Action Taken: