

Facilities Renovation Request Process

Routine Repair, Maintenance or Minor Replacement:

Requests for non-emergency routine repair or maintenance items can be made through the SchoolDude Work Order System. This category of work is performed on repairable, non-obsolete, existing furniture and equipment or building infrastructure. Work may entail electrical, heating, cooling, plumbing, locks, carpet cleaning, minor paint touchup or general building repairs. The Physical Plant will prioritize and incorporate these types of requests into its work schedule.

Renovations:

Renovations: Renovation, Modification, Major Repair or Replacement, New Installation: Examples of this category of work include but are not limited to: extensive floor or carpet replacement, large scale painting or interior renovation projects, installation or modification of infrastructure to support new equipment or replacement of specialized equipment, change of use of a facility, and reorganization of furniture and partitions. **These projects need to be submitted through SchoolDude.** The Physical Plant will code these requests as Renovations.

Please submit all minor renovation requests as soon as possible. Requests may be submitted throughout the year but will be held until the next budget cycle.

Requests for minor renovations must include a detailed description and justification.

Review Process:

All renovation requests will be reviewed and prioritized by the appropriate Cabinet member. Approval of projects will be based upon certain criteria – strategic goals, health and safety, compliance mandates, asset protection, critical maintenance, cost savings or avoidance, etc.

If the project and funding are approved, the Physical Plant shall take the steps needed to implement the project in consultation with the requesting area.

Capital Improvements:

Capital Improvements: Examples of this category of work include but are not limited to: upgrading and adding to the University's physical assets, major building renovations and additions, acquisition of major equipment or systems. **These projects WILL NOT be accepted through SchoolDude.** Major capital improvements should be directed to the appropriate Cabinet member for the requesting area for possible incorporation into the following fiscal year capital plan.