



THE AMERICAN UNIVERSITY IN CAIRO

Facilities and Operations

BUILDING MODIFICATION REQUEST FORM

College/Department: _____ BM# Assigned: _____
 Building: _____ Room No.: _____
 Initiator: _____ Phone No.: _____
 User/Coordinator: _____ Phone No.: _____
 Requested Completion Date: _____ Today's Date: _____
 Anticipated Funding Source: _____

STEP I – CONCEPT APPROVAL

Rationale/Scope of Work (completed by initiator. If more space is needed, please attach additional sheets to this form):

CONCEPT APPROVED FOR AN ESTIMATE (Routing: Submit in order noted)

① Department Head _____ Approve Disapprove Date: _____
 ② Dean/Director _____ Approve Disapprove Date: _____
 ③ Capital Projects Committee _____ Approve Disapprove Date: _____

STEP II – ESTIMATE AND COMMENTS (Routing: Submit in the order noted)

Estimated Cost: LE _____ Estimated Time for Completion: _____ Calendar Days,
 if approved by: _____ (Estimates are valid for 45 days from date of signature ④)

④ Director, Construction Services _____ See Comments Date: _____
 ⑤ Initiator _____ Approve See Comments Date: _____

Comments:

STEP III – PROJECT APPROVAL (Routing: Submit in order noted)

⑥ Dean/Director _____ Approve Disapprove Date: _____
 ⑦ Appropriate Vice President _____ Approve Disapprove Date: _____
 ⑧ Associate Vice President, Facilities and Operations _____ Date: _____
 ⑨ Comptroller: _____ Date: _____

Account Name: _____ Acct. #: _____

Total Funds Allocated to this Approved Project: LE _____

PROJECT STARTED: _____	PROJECT COMPLETED: _____
PROJECT MANAGER: _____	FINAL PROJECT COST: LE _____

SUBMITTAL

For processing in the current fiscal year, small-scale projects (below LE 50,000) must be submitted for approval prior to May 1, and large-scale projects (above LE 50,000) must be submitted prior to April 1.

COMPLETION INSTRUCTIONS

The Building Modification Request form is to be used for alteration, renovation or modification to existing rooms or building systems. The form is to be completed by the initiator with the following information: **College/Department** of the initiator; **Building Modification Number** will be assigned by planning, design and construction services; **Building** in which the project is to occur; **Room Number** of area included in the project; **Initiator's** name; Initiator's **Phone Number**; Name of **User/Coordinator** if different than initiator; user/coordinator's **Phone Number**; **Requested Completion Date**; **Today's Date**; and **Anticipated Funding Source** of the project.

STEP I - CONCEPT APPROVAL

Rationale/Scope of Work: In the area provided, please describe the work to be completed and the rationale (justification) for the request with as much detail as possible. If additional space is needed, please attach additional pages to this document. After completing this section, forward the request form to your department head. Planning, design and construction services will not provide an estimate until the project concept is approved.

Concept Approved for an Estimate: If the department head approves ❶ the request, they will forward the form to your dean or director for concept approval. If your dean or director approves of the concept ❷, they will forward the form to the Capital Projects Committee for concept review and approval ❸ and for estimation.

STEP II - ESTIMATE AND COMMENTS

Planning, design and construction services is responsible for verifying all data and pulling together all estimated costs for the project. The director of construction services ❹ will review the estimate, make appropriate comments, and forward the request form with cost and time estimate back to the initiator (due to vendor quotes, cost and time estimates are valid for only 45 days). If the initiator ❺ approves the estimate, they will forward the Building Modification Form to their dean or director.

STEP III - PROJECT APPROVAL PROCESS

Once the dean or director ❻ approves the estimate, they forward the request form to their vice president. If the vice president ❼ approves of the project at the cost and time estimated, they will forward it to the associate vice president for facilities and operations ❸. Upon project approval, the form is sent to the comptroller ❹ for assignment of appropriate account number and project budget. The comptroller will return the form to construction services for project assignment and scheduling. **If the approval process is completed within the 45-day time limit, construction services will notify the initiator of project approval and provide appropriate information on the project until it is completed. If the approval process is not completed within the 45-day time limit, the project must be resubmitted for an updated estimate.** The official project start date is the day project funds are made available to the approved project by the comptroller.

Should the project concept or the estimate not be approved at any point in the review and approval process, the initiator will be informed and the project will be closed.