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. 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 ___________________________
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 the request, they will forward the form to your dean or director for concept approval. If your dean or director approves of the concept, they will forward the form to the Capital Projects Committee for concept approval 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 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 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 approves the estimate, they forward the request form to their vice president. If the vice president approves of the project at the cost and time estimated, they will forward it to the associate vice president for facilities and operations. Upon project approval, the form is sent to the comptroller 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.