

**RENOVATION, ALTERATION OR REMODELING OF UNIVERSITY FACILITIES**

Departments which desire to renovate, alter or remodel existing space within university facilities must submit a requisition to the physical plant operations control center.

Physical plant, based upon the information provided, will prepare a preliminary estimate of cost. Additionally, where physical changes to existing space are involved, a schematic drawing illustrating the desired changes will be prepared for approval by the requesting department and the department of public safety.

The preliminary estimate, when completed, will be returned to the requesting department to be used for planning purposes. It would be hoped that the preliminary estimate would be within 15% of the final project cost.

The requesting department will be responsible for working out the financing of the project and notifying physical plant operations control center when the funding has been obtained.

Upon notification of funding, operations control center will contact the requesting department to schedule completion of final planning, verify project cost, arrange encumbering of project funds and arrange a time schedule for completion of the requested project.

(Memorandum from directors of campus planning and physical plant December 2, 1974; revised, assistant vice president for facilities engineering April 1984)