



COLLEGE of CENTRAL FLORIDA
ADMINISTRATIVE PROCEDURE

Title: Request for Renovation/Remodeling	
Page: 1 of 2	Implementing Procedure For Policy: N/A
Date Approved: 06/12/01 Updated: 08/06/10	Division: Administration and Finance

All departments wishing to request renovation/remodeling must complete a Request for Renovation/Remodeling form, located on the intranet under "CF Forms." Request for renovation/remodeling will be included as part of the annual budget process, however, the form may be submitted at other times to request projects during a fiscal year. To complete the form, please provide the information requested below. If additional assistance is needed, contact Plant Operations. (NOTE: Use the tab key to move from section to section within the form.)

GENERAL INFORMATION

- Date of request
- Name of department making request
- Name of requestor
- Extension number of requestor
- Location of requested renovation/remodeling: Indicate campus (Ocala, Citrus, etc.) building number, room number, or other area (be specific).

JUSTIFICATION FOR REQUEST

- Fully describe justification (reason) for request. For example: old carpet in building ** room *** needs replacing. Frayed areas are creating a safety hazard.
- Specifically describe how the project meets the College's mission, Examples:
 1. Replacement of old carpet will protect the well-being of CF staff, faculty, and students and create a better working/learning environment.
 2. Painting classroom will improve learning environment.

PROJECT DESCRIPTION/FUNDING SOURCE

- Provide a complete description of project. Attach all applicable sketches, drawings, and/or other information to form upon submittal. (Contract the Director of Facilities for assistance in evaluating the scope of the project)
- Indicate the proposed funding source for the project.

APPROVALS FOR CONCEPTUAL DRAWINGS AND BUDGET

- The dean/director of requesting department will indicate approval by signing and dating the form and forwarding it to the department's Vice President/Associate Vice President/Provost.
- The department's supervising Vice President/Associate Vice President/Provost will indicate approval by signing and dating the form and forwarding it to the Vice President for Administration and Finance.
- The Vice President for Administration and Finance will indicate approval by signing and dating the form and forwarding it to the President for consideration. If the President approves the request, it will be returned to the Vice President for Administration and Finance for further processing.

PLANT/BUDGET REVIEW

- The request will be forwarded to the Director of Facilities who will review and prepare it for design, budget estimating, and scheduling.
- The request will then be sent to the Comptroller who will confirm the availability of necessary funds. Once the phase is completed, the form will be returned to the Vice President for Administration and Finance.

FINAL PROJECT APPROVALS

- The Vice President for Administration and Finance will indicate approval of the request by signing and dating the form.
- The President will indicate final approval of major request by signing and dating the form.
- Minor projects may be approved as part of the College's ongoing renovation/remodeling program. Major projects may require board approval or may be deferred to seek additional funding.
- Once all necessary approvals have been granted, the original of the approved project request form will be forwarded to the Director of Facilities for placement on the Renovation/Remodeling List, and the requesting department will be notified of the project's status.

Vice President, Administration and Finance

Date

Approved by President

Date