



Project Approval Process & Policy

November, 2022

The resources allocated to the Plant Services Operating Budget are for maintaining facilities and equipment to their designed state. Any additions or improvements that alter existing space or assets are considered projects and are not funded by the maintenance department.

The Space and Project Committee (SPC) will review submitted projects to establish adherence to the University's mission statement, priority (as compared to all projects submitted campus wide), and funding. All projects must be approved by the appropriate dean or department head before being considered by the SPC.

Standing members of the SPC are the Director of Plant Services (CHAIR), the CFO, the VP of Strategy and Business Development, and the Committee Recorder. Other participants may include the Academic Dean or Department Head, Building Monitor, VP affected by the Project, and the Aesthetics Committee Chair as appropriate.

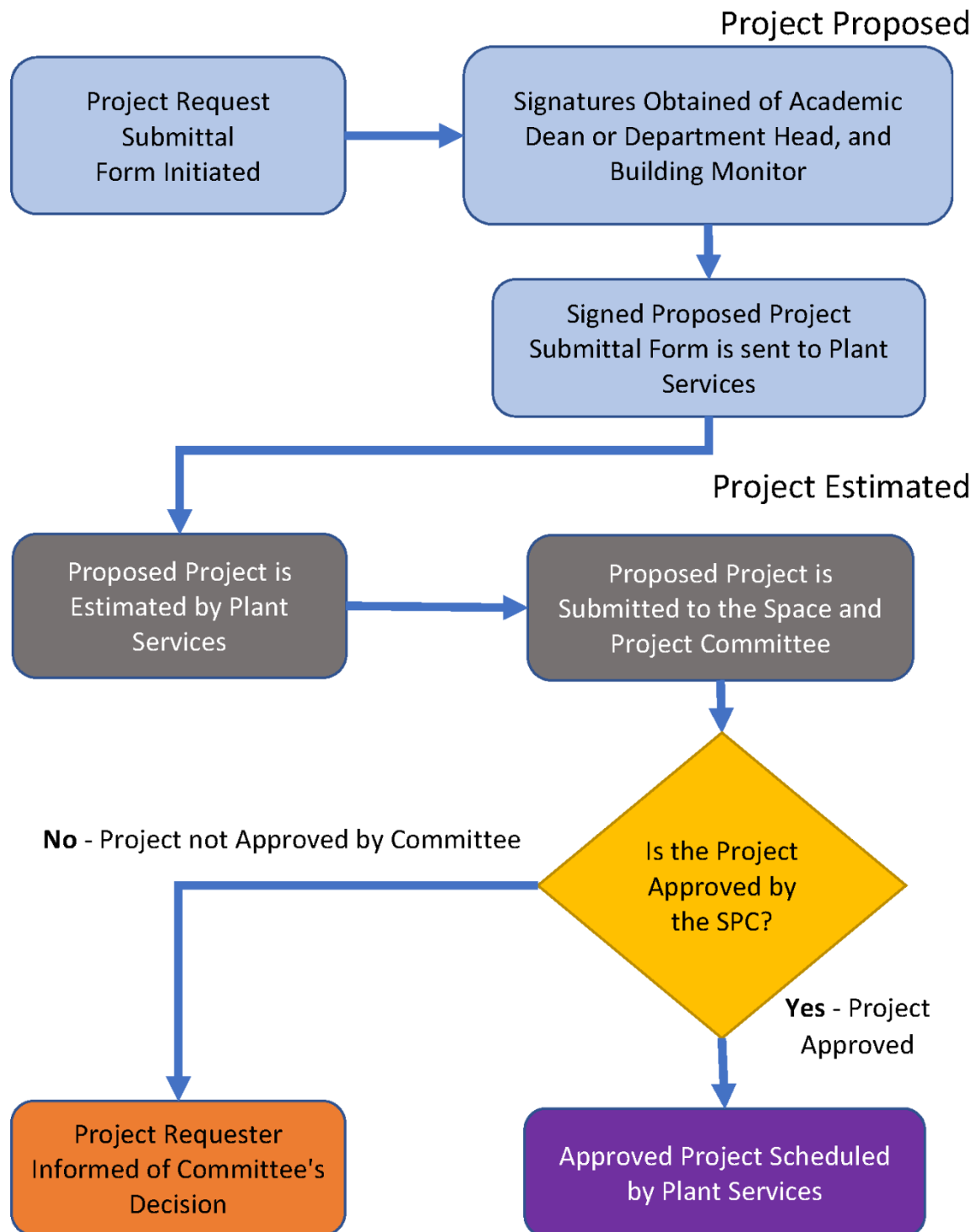
The Space and Project Committee will meet monthly between September and March, or more frequently as needed. Anything submitted after March 1st will not be considered until September of that year.

A project request is to be submitted to the Dean or Department Head using the "Project Request Form," located on the Plant Services web page under "Quick Links" and on the Project Requests web page. This form must be fully completed, providing a rationale consistent with the university's strategic mission, the specific location, scope of work, timing as to when it needs to be completed, the accounting string for how the proposed project will be budgeted, and include the required signatures of the appropriate Academic Dean, Department Head, and Building Monitor. Once the signatures are collected, the Project Request Form is then routed to Plant Services.

Plant Services will create an estimated budget of the proposed project and route the project proposal to the Space and Project Committee. The request will then be evaluated by the SPC, and will include examination of the proposed funding of the project.

A project will be scheduled based on its relevance and adherence to the university's strategic mission. The schedule for the proposed project must be flexible to accommodate these needs.

PROJECT APPROVAL PROCESS



*The Space and Project Committee (SPC) consists of the following:

CHAIR – Director of Plant Services

Chief Financial Officer

VP of Strategy and Business Development

Committee Recorder

Academic Dean or Department Head, Building Monitor, or VP affected by the proposed project

Aesthetics Committee Chair (If applicable)

Proposed Project Approval Process

1. The Project Requestor completes the Project Request Submittal Form.
2. The Project Requestor gets required approval/signatures from the Building Monitor, Department Head and/or Academic Dean associated with the proposed project.
3. The Project Requestor submits the completed form with the approver signatures to Plant Services.
4. Plant Services estimates the proposed project and presents it to the Space and Project Committee (SPC).
5. The Project Request is reviewed by the Space and Project Committee (SPC) for approval or rejection.
6. If the SPC approves the Project, the project is routed for funding and budget approval. After funding, a project number is assigned and the Project is submitted to Plant Services for management and scheduling.
7. If the Project is denied in the final review, the Project Requestor is informed of the SPC's decision and reasoning.