

Volume F2: Facilities Management	F2.1 REMODELING REQUESTS Effective Date: 10/01/2013	Responsible Office: Facilities Management
		Responsible Officer: Director of Facilities Planning and Construction

POLICY STATEMENT

It is in the best interest of the University to develop standard policies and procedures for requesting, approving and completing remodeling and permanent improvement projects.

PURPOSE OF THE POLICY

This policy provides the process required to request the physical alteration of any University space. All remodeling requests must adhere to this policy.

WHO IS AFFECTED BY THIS POLICY

All University departments.

DEFINITIONS

Remodeling is the physical alteration of any University facility or space and/or existing utility services. This includes, but is not limited to: relocation of or modification to walls or doors, major changes in utility supplies (gas, water, electric), installation of equipment requiring physical changes to the space, soundproofing, major lighting, electrical changes, or other similar facility changes.

PROCEDURES

1. To initiate the request, the requester will:
 - 1.1 Discuss and conceptualize the project with the area supervisor.
 - 1.2 Receive initial approval from the area department head.
 - 1.3 Complete an "[Alteration and Improvement Request](#)" form. All forms must include a fund source and proper signatures.
 - 1.4 Obtain all signatures as required on the form, and submit the form to Facilities Management.
2. Upon receiving the signed "Alteration and Improvement Request" form, Facilities Management will:
 - 2.1 Contact the requestor and discuss project needs. The Director of Facilities Planning and Construction will determine if the proposed project is feasible enough to warrant further exploration and, if so, will confirm with the requestor.
 - 2.2 If the project is deemed to be unfeasible, the Director will notify the requestor with the rationale for denial. The requestor may revise the request to address the concern and resubmit the request.
 - 2.3 Assign a Project Manager (if decided that the project warrants further exploration).
 - 2.4 Prepare and forward to the requestor an "Alteration and Improvement Cost Summary and Authorization to Proceed" form, which details a cost estimate and other project details.



3. After receiving the "Alteration and Improvement Cost Summary and Authorization to Proceed" form the requestor will determine if the project will proceed. If so, the requestor will return the form to Facilities Management with all authorizing signatures.
4. Facilities Management will obtain quotes, prepare a requisition, and forward the requisition to the requesting department for processing.
5. After the Purchase Order is issued, the Director of Facilities Planning and Construction will schedule the project and Facilities Management will oversee the completion of the project.

RELATED POLICIES, DOCUMENTS, AND LINKS

Alteration and Improvement Request Form.
Alteration and Improvement Cost Summary and Authorization to Proceed Form.

CONTACT INFORMATION

Please direct questions or concerns about this policy to:

Contact	Phone	E-Mail
Director of Facilities Planning and Construction	(773) 442 - 5260	N-Medina@neu.edu

DISCLAIMER

The University reserves the right to modify or amend sections of this policy at any time at its sole discretion. This policy remains in effect until such time as the Responsible Officer calls for review. Requests for exception to any portion of this policy, but not to the policy statement, must be presented in writing to the Responsible Officer.



APPENDIX A – ALTERATION AND IMPROVEMENT REQUEST FORM

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ALTERATION AND IMPROVEMENT REQUEST FORM

- Use: To initiate any change to an existing building which requires a modification to the walls, floors, ceilings, utilities, or the attachment of furniture, equipment, or partitions to such surfaces.
- or: To install equipment which will affect the consumption of utilities (heating, cooling, lighting loads) or impact janitorial requirements.
- or: To place items outside the buildings on a permanent or seasonal basis.

- * **Requestor** (contact person authorized to make decisions) is required to complete this form, obtain required signatures and forward to the Assistant Vice President for Facilities Management.
- * Within 8-10 working days, a Facilities Management Project Manager will contact the Requestor to review the request. The Project Manager will provide additional descriptions or drawings as necessary to clearly define what is being proposed; circulate the request to Public Safety, Affirmative Action Office, Telecommunications and Computing Services, Janitorial Services, Operating Engineers and affected areas to solicit comments; and estimate long term and short term costs. Findings will be discussed with Requestor. Project Manager will prepare an Alteration and Improvement Request Summary with documentation and return to Requestor.
- * **Requestor** is required to obtain the required administrative approvals for the project to proceed.

Date Submitted: _____	Project No. Assigned By Facilities Management: _____
Completion _____	--- ---
Date Requested: _____	

NOTE: Completion Date Requested must be approved by Facilities Management

Requestor: _____ Extension No. _____

Department: _____

Functional Problem: _____

Anticipated Physical Solution: _____

(Attach additional sheets and/or sketches as deemed necessary)

Provide all request information. If item is not relevant to the request, indicate N/A (not applicable)

1. Work Location--Room(s) _____

2a. Current Use: Classroom Laboratory Storage Conference
 General Office Private Office Other

2b. Proposed Use: Classroom Laboratory Storage Conference
 General Office Private Office Other

3a. Project Benefits: _____

3b. Consequences if not Completed: _____

Concept Approval: We authorize Facilities Management to proceed with conceptual design, project cost estimate, and propose a tentative project schedule. Should we concur to proceed with the project, funds will be made available from:

Account No.: _____	or	_____
Requestor: _____	Date	_____
Department Head: _____	Date	_____
Dean/Division Head: _____	Date	_____
President/Vice Pres: _____	Date	_____
Asst. Vice President for Facilities Management: _____	Received:	<---date stamp--->

vr/revised 09 Jul 13

Upon completion of this form, Print the form first, then click on Reset Button at the top or the bottom of the form to clear all entries before you close the window.



APPENDIX B – ALTERATION AND IMPROVEMENT COST SUMMARY AND AUTHORIZATION TO PROCEED FORM

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ALTERATION AND IMPROVEMENT COST SUMMARY AND AUTHORIZATION TO PROCEED

This form is completed by Facilities Management and approved by the Vice President providing funding.

Date:

Requestor:

Department:

Scope Statement:

Justification:

Facilities Management

- Endorsed
- Not Endorsed

Work Location - Room No(s):

Current Assigned Total Sq. Ft. Proposed Assigned Total Sq. Ft.

Other Department(s) Affected By This Work:

Time Required To Complete: (weeks)

- Estimate & Project/Funding/Approval
- Design & Preparation of Bid Docs
- Bidding & Contract Award
- Fabrication, Installation & Construction

NOTE: Preliminary Estimate(s)

FOAPS to be Charged	Contractual (1200)	Commodities (1300)	Equipment (1500)	Telecom (1700)	Permanent Improvement	Personal Service	Total

NOTE: All Fund Source(s) must be identified by Requestor prior to submitting for final project approval

Project Approval: We authorize Facilities Management to proceed with this project.

Department Head: _____ Date: _____

Dean/Division Head: _____ Date: _____

President or Vice Pres.: _____ Date: _____

***Attachments: