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.

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

All University departments.

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.

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:

<table>
<thead>
<tr>
<th>Contact</th>
<th>Phone</th>
<th>E-Mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Director of Facilities Planning and Construction</td>
<td>(773) 442 - 5260</td>
<td><a href="mailto:N-Medina@neiu.edu">N-Medina@neiu.edu</a></td>
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</tbody>
</table>

**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

NEIU Facilities Management

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.

- To install equipment which will affect the consumption of utilities (heating, cooling, lighting loads) or impact janitorial requirements.

- 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: ________________

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→)

(Revised 09/13)

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

NEIU Facilities Management

ALTERATION AND IMPROVEMENT COST SUMMARY AND AUTHORIZATION TO PROCEED

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

<table>
<thead>
<tr>
<th>Date:</th>
<th>Facilities Management</th>
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<tbody>
<tr>
<td>Requestor:</td>
<td></td>
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<tr>
<td>Department:</td>
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<td>Scope Statement:</td>
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<td>Justification:</td>
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<td>Work Location - Room No(s):</td>
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<td>Other Department(s) Affected By This Work:</td>
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<tr>
<td>Time Required To Complete: (weeks)</td>
<td>Estimate &amp; Project/Funding/Approval</td>
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<td></td>
<td>Design &amp; Preparation of Bid Docs</td>
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<td></td>
<td>Bidding &amp; Contract Award</td>
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<td>Fabrication, Installation &amp; Construction</td>
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NOTE: Preliminary Estimate(s)

<table>
<thead>
<tr>
<th>FOAPs to be Charged</th>
<th>Contractual (1200)</th>
<th>Commodities (1300)</th>
<th>Equipment (1500)</th>
<th>Telecom (1700)</th>
<th>Permanent Improvement</th>
<th>Personal Service</th>
<th>Total</th>
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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: