



Request for Facilities Change

Instructions

Purpose: This form provides the scope of facilities changes being requested for review and potential funding and/or approval by the Space Management Council in their monthly meeting.

Submit completed, signed form to; Deanne Tippetts, Executive Assistant to V.P. Operations no later than two weeks prior to monthly meeting for consideration.

Contact Information

Deanne Tippetts

E-mail: deanne.tippetts@byuh.edu

Office: 808 675-4728 / **Cell:** 808 783-6821

Contact Information and brief Description of Request: Provide requesting department contact name, phone number, and email along with a brief description of your request.

Justification of Request: Provide sufficient detail to describe the project being requested. Description should include impact on students, university mission, existing space, external impact on community, etc. Facilities Management may assist with construction related scope though no detailed design is expected at this phase. Identify funding sources from your department for this project (Fund, Dept., Program, & Account) and if additional funding is being request from the Space Management Council funds.

Endorsement Statement and Signatures: With the proper endorsements and signatures in place the Space Management Council will consider the request at the next monthly meeting. Endorsements are as follows; the department or office making the request will prepare all the information for their Dean or Department Head to consider, endorse, and sign. The Dean or Department Head forwards this on to their respective Vice President for their endorsement and signature.

Authorization to Proceed:

Once the project is authorized to proceed you will be notified by Facilities Management. Design will commence with a more detailed scope of the project and refined Total Project Cost Estimate Budget. With the funding identified and design completed the project will be scheduled for bidding.

Questions:

Questions about the scope and map of the affected area may be addressed with Facilities Management.

Randy Sharp	Director, Facilities Management	x53499	cell: 489-7537
Jim Brown	Campus Architect	x54770	cell: 439-4039
Deanne Tippetts	Executive assistant to V.P. Operations	x54728	cell: 783-6821