

College Operating Procedures (COP)



Procedure Title: Project Request
Procedure Number: 07-0714
Originating Department: Facilities Planning & Management

Specific Authority:

Board Policy 6Hx6:1.02
Florida Statute 1001.65
Florida Administrative Code n/a

Procedure Actions: Adopted: 06/09/09; 07/01/09

Purpose Statement: Renovation and remodeling project requests shall be processed utilizing the Project Request form.

Guidelines:

Renovation and remodeling project requests shall be processed utilizing the Project Request form. This should generally occur during the budget process, but can if necessary occur during the year.

Procedures:

- I. Department heads may request projects by submitting Project Request form. This form and floor plans are available on the Florida SouthWestern State College Website, District Administration, Facilities Planning and Management, Documents and Forms, Project Request Form.
- II. The requesting party shall complete the form and to the best of their ability, depict the renovation/remodeling project on the floor plan. Assistance is available upon request. The requesting party shall obtain signature(s) of the appropriate department head and the cognizant Vice President.
- III. The Project Request Form should then be sent to the Director of Facilities, Planning and Management for review and budget assessment.
- IV. Once a preliminary budget has been determined, the project will be presented to the budget administrator for funding approval.
- V. Sign off on project and related budget should be addressed.
- VI. If the project is approved for funding and funding is available, the requesting party shall be notified and asked to participate in the design process if needed.