What form should I use to request a facilities modification project, and to whom do I submit it?

Does the estimated cost of the project exceed $50,000?  

Does the project require construction?  

Will the project change the appearance or function of a common or public space?  

Does the project involve graphics, such as custom signage, memorials, and dedications?  

Will the project cause a fundamental change in the usage of the space?  

Does the proposed location of the project involve new, vacant, or surge space?  

Does the project involve routine repairs, replacements, and/or maintenance?  

Project requires University Management Committee (UMC) approval.  

Please complete a UMC Project Request Form and submit to the Associate Director of Administration in Planning, Operations, and Construction (see UMC Facility and Space Modification Flowchart).

Project does not require University Management Committee (UMC) approval, but may require assistance from the Department of Design and Construction.  

Please complete a Non-UMC Project Request Form and submit to the Associate Director of Administration in Planning, Operations, and Construction.

Project does not require University Management Committee (UMC) approval or the assistance of the Department of Design and Construction.  

Please submit a work order request to the Department of Facilities Services.