



## Planning, Operations, and Construction

### UMC Project Request Form

The University's Facility Modification Policy requires that Planning, Operations, and Construction (POC) review project requests and submit them to the University Management Committee (UMC) for approval. The requesting department is responsible for providing the information required below. See the Facility and Space Modification Policy for project request criteria that require UMC review and approval.

Please submit the completed form and forward any questions to: the Operations Manager of Planning, Operations, and Construction, Jamie Holland, at [jamie.holland@pepperdine.edu](mailto:jamie.holland@pepperdine.edu) and copy Administrative Assistant, Meagan Ovanesian, at [meagan.ovanesian@pepperdine.edu](mailto:meagan.ovanesian@pepperdine.edu) (x4581).

While we seek to address matters as quickly as possible, it typically takes at least two weeks for POC to initiate a feasibility review, impact analysis, scope of work verification, order-of-magnitude cost estimate, and recommendation prior to submission of the proposal to the UMC for review. Your answers to these questions will help us better serve you; unanswered questions can sometime cause delays.

1. Project Contact Person:	2. Department:
3. Date:	4. Phone Ext:
5. Project Description:	
6. Reason for the Request:	
7. Requested Time Frame:	
8. Effect on Other University Departments:	
9. Approved Funding Source:	10. Approved Funding Amount:
11. Department Head or Dean Name:	
12. Department Head or Dean Signature:	
13. *Vice President / Provost Signature:	
14. Any additional comments or considerations (please attach photos or sketches if helpful):	

\* *Conceptual Approval Only*: Signature indicates recommendation for request to be reviewed by UMC.