



## 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 or any questions to: Director of Operations, Jeff Gin, at [jeff.gin@pepperdine.edu](mailto:jeff.gin@pepperdine.edu) and Operations Manager, Jamie Holland, at [jamie.holland@pepperdine.edu](mailto:jamie.holland@pepperdine.edu). You can also reach out to POC at x4581.

While we seek to address matters as quickly as possible, it typically takes several weeks for POC to initiate a feasibility review, impact analysis, scope of work verification, rough order-of-magnitude (ROM) cost estimate, and recommendation prior to submission of the request to UMC for review. Once approved by UMC, POC leadership will assign the request to a Project Manager who will coordinate with you and University leadership from project conceptualization and programming, to scheduling and execution. Your answers to the following questions will help us better serve you; unanswered questions can sometimes cause delays.

1. Project Contact Person:	2. Department and Location:
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 / Steering Committee Representative 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.