Procedure

General

All renovation of, or modification to any University building, structure, street or drive, walkway, sign, or other infrastructure must be reviewed by the Office of Facilities Planning and Construction/University Architect prior to the beginning of any design or construction work. The individual, office, or department responsible for requesting any such renovation or modification (the requesting department) shall be responsible for the review and approval process as outlined below. The Office of Facilities Planning and Construction will assist the requesting department in the approval process by providing preliminary drawings and/or estimates and technical advice on the feasibility of the request.

Request for Renovation/Modification

All requests for renovation or modification shall be fully documented on the attached Request Form. This form shall be completed by the requesting department and E-mailed or faxed to the Office of Facilities Planning and Construction for review and comment.

Each request will be reviewed for conformance with the State of Alabama Building Code, applicable Federal, State, and local regulations, The University of South Alabama Master Plan and Design Standards, and other University regulations or requirements. Copies of the request will also be distributed to the appropriate administrative departments for review and comment. The Office of Facilities Planning and Construction will coordinate all comments and/or administrative requirements and will provide preliminary drawings and/or estimates of probable cost as required to facilitate the approval process.

The requesting department shall be responsible for obtaining approvals from all governing University Committees. The Office of Facilities Planning and Construction will assist the requesting department in the preparation of the required documentation and in the approval process.

Upon completion of the review process, the Office of Facilities Planning and Construction will forward all comments/revised drawings, preliminary drawings, and an estimate of probable cost to the requesting department along with the Office of Facilities Planning and Construction Approval Form to be used by the requesting department for formal approval of the project.
Renovation/Modification Approval  The requesting department shall be responsible for obtaining a University Account Number and listing the account number on the Approval Form before forwarding to the appropriate Dean/ Director and area Vice President for final approval. A FOAPAL “construction” account number is required for all projects with a total project cost over $10,000. If required, The Office of Facilities Planning and Construction will assist the requesting department in establishing this account.

The Approval Form listing the Estimate of Probable Cost and the University Account Number, along with all attachments shall be forwarded by the requesting department to the appropriate Dean/ Director and area Vice President for signature and final approval. The Dean/Director and area Vice President shall ensure that the appropriate funding is available prior to implementation of the requested project. The requesting department shall then be responsible for forwarding the completed Approval Form (with original signatures) to the Office of Facilities Planning and Construction to begin work on the project.

All questions concerning the review/ approval process should be addressed to:

Office of Facilities Planning and Construction  CSB 105
Attn:  Daniel Greer
Ph:  460-7480
Fax:  460-6380
E-mail:  dgreer@usouthal.edu
Facilities Planning and Construction  
Facilities Renovation/Modification  

Request Form  
To Be Completed By The Requesting Department  

Date _____  
Requesting Department ____________________________________________  

Contact (name) ___________________________________________________  

Campus Address ______________________ Phone Number ____________________  

E-Mail ______________________________ Fax Number ____________________  

Type of Request  
___ Renovation/Remodel  ____ Additional Space  ____ New Space  
____ Change in Use of Space  ____ Parking/Roads  ____ Other  

Description of Request  (Include Building /Room number(s) - attach sketch or other descriptive information)  
_____________________________________________________________________________  
_____________________________________________________________________________  
_____________________________________________________________________________  

Reason for Request  
_____________________________________________________________________________  
_____________________________________________________________________________  

Required Completion Date or Construction Period ____________________________  

Anticipated Budget / Funds Available for This Work $ ______________________  

Anticipated Source of Funds/Dept. Account No. ____________________________  

Work Authorized By: ____________________________  
(Signature of Department Head / Director)  
(Department Head/Director understands and acknowledges that the actual cost of materials and Facilities Planning & Construction design/estimating/construction labor and other expenses will be charged against the above listed Departmental Account)  

E-Mail or Fax Request Form To Daniel Greer  
Office of Facilities Planning and Construction – CSB 105  
dgreer@southalabama.edu  /  Fax 460-6380