

Norman Campus Request for Facilities Change

Instructions

Purpose: This form provides the scope of facilities changes being requested for review and potential funding and/or approval by the Space Management Committee in their bi-weekly meetings held every other Wednesday.

Submit completed, signed form to; Kacey Clark, Campus Space Manager no later two business days prior to the committees bi-weekly meeting for consideration.

Contact Information:

Kacey Clark

E-mail: space@ou.edu

Office: 405-325-0851/ **Cell:** 405-830-6152

Contact Information and brief Description of Request: Provide requesting department contact name, phone number, and email address along with a brief description of your request.

Justification of Request: Provide sufficient detail to describe the project being requested. Description should include impact on students, university mission, existing space, external impact on community, etc. Facilities Management may assist with construction related scope though no detailed design is expected at this phase. Identify funding sources from your department for this project (Fund, Dept., Program, & Account) and if additional funding is being requested from the Space Management funds.

Endorsement Statement and Signatures: With the proper endorsements and signatures in place, the Space Management Committee will consider the request at the next weekly meeting. Endorsements are as follows; the department or office making the request will prepare all the information for their Dean or Department Head to consider, endorse, and sign. The Dean or Department Head forwards this on to their respective Vice President for their endorsement and signature.

If this is a request for grant-funded activity, both the Vice President for Research and Partnership and Provost signatures are required.

Authorization to Proceed:

Once the project is authorized to proceed you will be notified by Campus Space Management. Design will commence with a more detailed scope of the project and refined Total Project Cost Estimate Budget. With the funding identified and design completed the project will be scheduled for bidding.

Questions:

Questions about the scope and map of the affected area may be addressed with the Campus Space Manager

Kacey Clark Campus Space Manager 325-0851 Cell: 405-830-6152 Email: space@ou.edu