

RELOCATION/ REMODELING/ RECONSTRUCTION PROJECT

Step 1 – DESCRIPTION OF MOVE OR PROJECT

Department/Division: _____

Desired Date of Completion: _____

Submitted by: _____

Identify Potential Sources of Funds: _____

(Deans/Directors/or VPs only)

Date: _____

Detail of Relocation or Project:

Step 2 – COST ESTIMATION

Forward form to Director of Facilities and Grounds cost estimate.

Checklist:

Architect/Engineer required: _____

Relocation or Construction Timeframe:

Number of days: _____

DSA approval required: _____

Time of year: _____

Board approval required: _____

In-house or contract labor: _____

Cost Estimate: _____

ADA Compliance: _____

Ergonomic Review: _____

Step 3: Forward to Division/ Department to identify funding sources

Funding Sources: _____

Step 4: Forward to Sr. Administrator for approval (Remodeling/ Reconstruction, Accepted in February or October Only)

Reviewed _____

Approved ☐

Denied ☐

Step 5: Forward to Human Resources for certification of ADA compliance and Ergonomic Review

Reviewed _____

Approved ☐

Denied ☐

Relocation Projects Skip to Step 7

Step 6: Forward to Sr. Staff for approval (April or December)

Reviewed _____

Approved ☐

Denied ☐

Step 7: Forward to Director of Facilities and Grounds for final price and time schedule

Cost: _____

Time of Remodeling/Reconstruction: _____

Step 8: Forward to Sr. Administrator for Final Approval

Reviewed _____

Approved ☐

Denied ☐

If the Project is Approved Submit Form and Work Order to Director of Facilities & Grounds:

Note: Major remodeling projects are reviewed twice a year as noted in the District Budget Calendar. Projects should be submitted to the appropriate Vice President in October for a spring remodel project and February for a fall remodel project. Sr. Staff will review major remodeling projects at their December and April meetings. **Relocations can take place throughout the year. Submit this form for Relocations at any time.**