

9-8-1988

Physical Facilities & Planning Committee 3/24/88 (Received 4/29/88)

Marshall University

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Recommendation from Physical Facilities
& Planning Committee
March 24, 1988
(Received April 29)
Recommendation #1

Beginning with the next fiscal year, all requests for renovations requiring university funds and personnel shall follow the procedure outlined in the form entitled "Discretionary Funds Renovation Request." (Enclosed)

Faculty Senate President:

Approved: Ramsey Duke Date: 9/8/88

Disapproved: _____ Date: _____

University President:

Approved: Walter Fitzgibbon Date: 9/9/88

Disapproved: _____ Date: _____

Renovation Request

Please complete all information. Forward this form to your dean/director. Indicate account which will be charged upon completion of the project. _____

Renovation requests for July 1 - December 31 shall be approved by the vice president prior to March 31st. Renovation requests for January 1 - June 30 shall be approved by the vice president prior to September 30.

All renovation requests shall be forwarded in priority order from each vice president to the Director of Plant Operations.

Between April 1-15th and October 1-15th, a representative from the Department of Plant and Administrative Services will review each project. Projects will be assessed for feasibility of the request, personnel, material and/or equipment requirements. Costs for each project will be estimated. This information will be forwarded to a Subcommittee of the Physical Facilities Committee for review and prioritization.

The Physical Facilities Committee shall forward to the President a list of projects which can reasonably be completed within the time and fiscal constraints.

Requests that are not included on the list of recommended projects will not be considered unless re-submitted.

This form shall be used for renovation projects, such as:

1. To add water, electric, gas, or other utility service.
2. To re-locate water, electric, gas or other utility service.
3. To construct partitions or walls.
4. To carpet or tile existing floors.
5. To add doors or windows.
6. To change or alter the use of space.
7. To add or replace existing curtains or blinds.
8. To remove or alter existing partitions or walls.

The final list of approved projects will be made public by the Physical Facilities Committee. This form is to be used only for projects which will be funded from discretionary funds. Emergency situations may require work to be completed which has not been approved by the Physical Facilities Committee. Emergency situations may cause previously scheduled projects to be delayed.

Request Initiated by: _____
Your Name

Approved - Disapproved: (Circle One)	Chairman/Unit Administrator/ Academic DEPT. HEAD	Comments or Priority
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Approved - Disapproved: (Circle One)	Dean/Director	Comments or Priority
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Approved - Disapproved: (Circle One)	Vice President	Comments or Priority
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Approved - Disapproved: (Circle One)	Chair, Physical Facilities	Comments or Priority
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Approved - Disapproved: (Circle One)	President	
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Name of Person to be Contacted by Plant Operations: _____

Phone: _____ Building: _____ Room: _____

Location of Renovation: _____ Building: _____ Room: _____

Work Requested:

Furnish Sketch and Measurements if possible:

Unit/College Priority Number: _____

Plant Operations:

A & E Required _____ Yes _____ No

Outside Contractor _____ Yes _____ No

Shops Involved: Material Man Hours

Electric _____

HVAC _____

Paint _____

Carpenter _____

Labors _____

Plumbing _____

Total _____

Physical Facilities Priority Number: _____

Reason for Disapproval: