



Utah State UNIVERSITY™

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Facilities
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Facility Modification Request (Green Sheet)

Date: _____

Project Number: _____

Facilities only

All proposed modifications to university facilities (buildings, utilities, site work, etc.) must be submitted for approval using this form. Projects will be reviewed and, if approved, designed to ensure compliance with building codes and university standards for construction. (See check list on back of form.)

PROJECT LOCATION

Building Name or Location
Room Numbers

PROJECT REPRESENTATIVE

Name		
Phone	FAX	UMC

REQUIRED SIGNATURES

Name of Department Head or Director	Signature
Name of Dean or VP	Signature

PROJECT JUSTIFICATION: _____

PROJECT DESCRIPTION: _____

FUNDING: Index # _____

Project funds must be sufficient to cover the cost of design, construction, and a contingency for changes. All project funds must be available before construction or bidding can proceed.

FEES:	Construction Cost	FP&D Design Fee	Consultant/Design Fee
	Under \$10,000	8%	15%
	\$10,000 - \$50,000	6%	12%
	over \$50,000	4%	9%

A 4% fee for managing projects will be added to the above design fees.

Facilities Modification

Request

Checklist

Administrative

- Space Management
- Code Review
- Inspection for Code Compliance

Professional Services

- Design Services – Facilities
- Design Services – Consultant
- Project Management
- Surveying
- Geotechnical Investigations
- Materials Testing / Special Inspections
- Hazmat / Asbestos
- Accessibility (ADA)

Modifications are defined as additions or changes to any building systems or components listed below:

Site

- Utilities
- Grading & Drainage
- Landscaping / Irrigation
- Lighting
- Walkways
- Accessibility (ADA)

Structure

- Foundation
- Floor
- Ceiling/roof
- Seismic/wind load

Building Envelope

- Exterior Walls
- Doors / Closers
- Windows
- Roofing

Interior Construction

- Fire Rated Construction
- Partitions
- Ceilings
- Doors
- Windows
- Hardware
- Cabinets / Countertops / Locks

Interior Finishes

- Paint / Stain & Varnish
- Wall coverings
- Floor Coverings
- Ceiling Finishes

Specialties

- White boards
- Bulletin boards
- Projection screens
- Signage / Door Numbers
- Keys / Access cards
- _____
- _____

Conveying

- Elevator
- _____

Plumbing

- Fire sprinkler system
- Sink
- Eye wash
- Heating Convectur
- _____

HVAC

- Air conditioning
- Exhaust
- Supply / return grilles
- Fire / smoke dampers
- Thermostat / sensors
- VAV box
- Reheat coils
- Air / water balancing
- _____

Electrical

- Lighting
- Power (outlets)
- Exit sign / emergency lighting
- Smoke detection & alarm

Communications

- Voice
- Data
- Wireless
- CCTV / CATV

Furniture, Fixtures & Equipment

- Movers
- _____
- _____
- _____
- _____

All modifications to university facilities must be authorized, designed, constructed, and inspected to provide safe facilities for occupants and ensure compliance with building codes, and university construction standards. –Updated January 11, 2006