Modification/Remodeling

The Facilities department is funded to maintain buildings as originally constructed. Any work performed, whether it be maintenance or billable, is either done or managed by the Facilities department. **Occupants of these buildings are not allowed to make any modifications what so ever. Building maintenance consists of routine work performed to maintain the University campus grounds, utility systems, building exteriors/interiors.** The Facilities department will perform routine maintenance at no cost to the departments. Modifications to buildings that exceed the original construction are paid for by the department which has use of the space.

There are three ways to have modifications/remodeling work done.

**First** - Modifications that require changes to the floor plan/foot print, structure, electrical/mechanical systems, utilities, site features and building exteriors require what’s identified as a “Request for Modification” process. The “Facilities Modification Request” form, found on the Facilities WEB sight, is filled out by the person requiring the modification. It is then turned in to Facilities for processing and assigned to a Design Manager. The Design Manager will then meet with the requestor to determine the scope of the project and to provide design/specification. The design is then given to the Facilities Operation department for a construction estimate. The estimate will be itemized per trade to include a line item for design fee. If the project scope and time frame limits the Facilities Operation department from doing the work then an outside contractor will be solicited. The customer will be given a copy of the estimate and determine whether or not to proceed with the project. If the customer wants to proceed, the campus index number is provided so that a work order can be generated. The project is added to the minor project list and the necessary materials are ordered. Once the materials have arrived, a project start date is identified and the customer is notified.

**Second** - Modification not requiring the “Facilities Modification Request” process can be handled directly with Facilities Operations through a regular work order. If the customer does not require an estimate then a work order can be set up through customer service with the customer providing a campus index number. This kind of work is generally small in scope, not involving more than one trade.

**Third** - If an estimate is requested then the Minor Project Manager meets with the customer to determine the project scope and to provide a written estimate. If the customer wants to proceed, the campus index number is provided so that a work order can be generated. The project is added to the minor project list and the necessary materials are ordered. Once the materials have arrived, a project start date is identified and the customer is notified.

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