

The University of the South Facilities Modification Policy

1. Purpose

The Facility and Space Modification Policy has been established to guide the University in the areas of redesigning, remodeling, renovating, constructing, or otherwise altering University space. It is our duty to maintain the functional and aesthetic integrity of the facilities and spaces on campus, and to effectively manage our use of physical space. The Facility Modification Policy furthers this effort by creating a framework to appropriately allocate resources by organizing requests and facilitating their review. Additionally, the process helps generate the information necessary to ensure that informed strategic decisions are made in concert with University goals.

2. CWG Project Requests

As stewards of University resources, it is the Capital Working Group's (CWG) responsibility to review and consider approval of all facility and space modification requests. The CWG considers the following factors when reviewing project requests:

- Alignment with the mission
- Alignment with University priorities
- Demonstrated Need
- Availability of funding and resources
- Cost-benefit analysis including revenue generation
- Alignment with the campus aesthetic
- Impact on community and stakeholders

All work in excess of \$10,000 falls under the purview of this policy. Work under \$10,000 requires approval by the Provost. Requests that fall under the purview of this policy follow the process outlined below. Facilities Management is the central repository of all plans, archives, and other data on University space. As such, FM processes, records, and responds to project requests pursuant to this policy. The University maintains a vested interest in all University space and reviews it for underutilization, overcrowding, vacancies, and future needs. It is equally important for the departments and divisions that occupy this space to embrace a sense of responsibility for that space and its effective management. This policy seeks to balance and promote these interests.

3. Process

- The group requesting a facility or space modification will complete a CWG project request form and submit it to FM.
- FM will conduct an initial feasibility review, and bring the project to CWG for review and approval.

- CWG reviews the project request and initial feasibility review completed by FM, and makes a determination.
- FM communicates the CWG's decision to the requestor and relevant stakeholders.
- If the project is approved, FM will assign a project manager who will manage the project from conceptualization through completion.

4. Non-CWG Requests

- Requests for routine repairs and maintenance.
- Projects under \$10,000, which are referred to the Provost for approval still require a project request form.