
MINOR REPAIRS AND ALTERATIONS

PURPOSE: To establish a process for submission and prioritizing small projects.

I. Procedure

- A. By April 1 of each year, campus units will submit to the President or Provost or appropriate Vice President any minor (estimated cost from \$1,000 to \$15,000) repair or alteration projects needed during the upcoming fiscal year. A standardized form will be provided to ensure that all required information is available.
- B. A screened listing of these projects will be forwarded by April 22 to the University Architect, who in turn will develop a recommended priority listing by May 15. A finalized minor repairs and alterations program will be approved and distributed by the President, Provost and vice presidents.
- C. Throughout the year, opportunities and emergencies may arise. These potential projects should be requested through the President, Provost or a vice president, as appropriate. This group will determine whether or not a change in priorities is warranted.
- D. General maintenance requests which are estimated to cost less than \$1,000 may be submitted throughout the year to Facilities Operations & Maintenance on a Work Order form. Projects whose estimated costs exceed \$15,000 may be submitted throughout the year to the President or Provost or appropriate vice president; these projects will be reviewed separately.