

THE UNIVERSITY OF TENNESSEE

CAMPUS OR BUDGET ENTITY

**REQUEST FOR APPROVAL TO OVERSEE A CURRENT GENERAL FUND
RENOVATION, ALTERATION, OR CAPITAL OUTLAY PROJECT
(COST RANGE \$100,000 TO \$1,000,000)**

Date:

- 1. Name of Project: Estimated Cost:
- 2. Location and description of work to be accomplished:
- 3. Will services of an outside designer be required to develop plans and specifications? Yes No (If "No" is marked, an explanation for the use of in-house designer or campus consultant must be provided. Also, the State Building Commission must approve the use of the in-house designer or campus consultant:

The campus or unit shall work with Facilities Planning on the outside designer selection process. Facilities Planning will send the designer recommendations to the State Building Commission who will make the final designer selection.

- 4. What portion of project work will be performed by University work crews?
- 5. What portion of project work will be performed by independent contractors?

There must be a formal bid process for the contractor selection. Facilities Planning will oversee the selection of the contractor and report the selection to the State Architect. A contract will be executed between the University and the contractor which will be developed by Facilities Planning. Please indicate if this step will be followed:
Yes No

- 6. Estimated starting date of project:
- 7. Estimated completion date of project:
- 8. Source of funding for project:
- 9. Account name and number to be charged (if existing account):
New account to be designated by the Controller's Office?(Yes)

If the campus/unit is not working satisfactorily with Facilities Planning, the project will then be overseen by Facilities Planning until its completion. This will be determined by Facilities Planning in consultation with the Chief Financial Officer.

The steps above must be followed and all the signatures below must be obtained before the designer and contractor selections can begin.

Facilities Planning will have a project manager assigned to each project that will be overseen by the campus/unit. Meetings must be held to update the Facilities Planning project manager on a monthly or every other month basis. All invoices must be approved by the Facilities Planning project manager prior to payment.

SUBMITTED BY:

Campus/Unit Chief Business Officer Date

Director of Facilities Services or Physical Plant Date

APPROVED PROJECT:

Director of Facilities Planning Date