



## New Project Request Process

### Overview

A **New Project Request Form** must be completed when a school administrator, or designee, (Requester) requests any changes or improvements to their campus.

A project requiring the submission of a **New Project Request**, via the Facilities Division Web Page, is typically any renovation or new construction that meets any of the following criteria:

- changes to the campus site plan or foot print and/or
- changes the function or use of an architectural space and/or
- changes the occupancy of an architectural space and/or
- requires the purchase and physical connection of equipment to a building or its utilities and/or
- adds, eliminates or relocates utilities or architectural components, e.g., walls, doors, HVAC, etc.
- renovation or renewal of interior or exterior finishes or building components.

### New Project Request Submission

The **New Project Request Process** provides the Requester with a method for completing the initial step when requesting a new project to be considered for completion. Facilities Services staff will be available to assist with questions and/or concerns about the scope of work and cost of the request. The site administrator involved with the project request must have an initial discussion with the appropriate Assistant Superintendent before submitting the Project Request. When processing a project request, a detailed scope of work and a justification for the project, as well as the funding source and availability of funds are required. If funds are not available, the project request may be added to the Capital Outlay Project List for consideration the following budget year, pending the outcome of the Annual Project Review Process.

### Review Process

1. The Project Requester Submits the New Project Request via the Facilities Web Page.
2. Facilities Services will review and then forward the request to the appropriate Assistant Superintendent and copy the Requester, Director of Design and Construction, and the Chief Facilities Officer (CFO).
3. The Assistant Superintendent will:
  - a. review the request with the Requester to understand the nature of the request and to determine if the request can be supported and well-justified.
  - b. bring the request forward to Executive Cabinet if the Assistant Superintendent believes that the request can be justified **OR** return the request to the Requester due to lack of justification.
  - c. If the request is deemed justified by Executive Cabinet, the Assistant Superintendent will sign and date the Project Request and route the request to Facilities Services.
4. Facilities Services will schedule a time to meet with the Requester to fully understand the Scope of Work and justification.
5. When the Scope of Work and justification are deemed complete, The New Project Request will be forwarded to the appropriate Assistant Superintendent for signature. This is when the budgetary estimate commences.
6. Facilities Services will generate a budgetary estimate.

7. As the budgetary estimate is completed, the request will be forwarded to the appropriate Assistant Superintendent for signature.
8. Should it be determined that the project cannot be funded, Executive Cabinet and the Requester will be notified.
9. The CFO will provide periodic reporting to Executive Cabinet regarding the status of new projects that have been funded, that are awaiting funding and that cannot be funded.

### **Request Timeline**

New Project Requests can be submitted all year long. Requests that are submitted by March 1<sup>st</sup> will be for consideration the next fiscal year.

### **Accessing the New Project Request Form**

To submit a request, the Requester must visit the School District website and navigate to the Facilities Division webpage. Located on the left side will be a link titled “**New Project Requests**”.

### **Definitions**

Capital Projects are projects that require funding from the Capital budget.

Work Orders are submitted in TERMS and allows the user to electronically enter, monitor the progress, and check the cost of each individual work order. There are three (3) types of work orders:

- a. Maintenance Work Orders are for minor repairs and small projects that may be covered under the facility permit, and completed by Maintenance staff.
- b. Technology Work Orders are for the installation of interactive boards / projectors, audio enhancement systems and any other technology-related services
- c. Health & Safety Work Orders are for items that have been deemed unsafe by a District Health & Safety Inspector.

### **New Project Request Contacts**

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# New Project Request (PROJ)

