



**Facilities Management  
Design & Construction Services  
Minor Project Request Form Instructions**

**Important Notice to All Users**

**Intent:**

*The purpose of this form is to provide a systematic process for documenting, requesting and procuring design and construction services for the University. Please note it is not intended to address routine maintenance Work Orders.*

**THIS FORM IS TO BE USED FOR ALL MINOR PROJECT REQUESTS WITHOUT EXCEPTION**

**Protocols:**

1. User will initiate process by completing the Minor Project Request Form (MPRF). The form may be downloaded from the Facilities Management website: <http://www.fau.edu/facilities> under "eServices".
2. Print and obtain all required original signatures. Approval is required of both the department Dean/Director and the Provost/Vice President.
3. Submit executed MPRF via campus mail to Design & Construction Services, Campus Operations Bldg CO-69, Room 111.
4. Remodeling is defined as the change of existing facilities by rearrangement of space and/or change of use. The installation of new equipment in a space may alter the physical attributes and change the use of a space (from a Classroom to Research for instance). Any such change requires the user to obtain approval by the Space Committee prior to any action by the Design & Construction staff.
5. Pursuant to Florida Building Code Section 3401.7.2, the portion of the building being remodeled is subject to the University's Permitting and Code Compliance Process may need to be brought into compliance with current building and life safety codes if certain thresholds are exceeded.
6. All work is to be completed by insured & licensed vendors.

**General Instructions:**

1. Complete all fields with a light blue background in the MPRF.
2. Based on information provided and estimates obtained, the FAU Project Manager will contact you to review the Estimate of Probable Construction Cost with you prior to project initiation.

**Funding E&G Minor Projects:**

**E&G FUNDED OR E&G CARRY FORWARD FUNDED PROJECTS:**

1. A budget transfer shall be processed through Banner by the User for the amount of the proposal.
2. Please contact Facilities Admin. Ext.7-3141 to determine which Activity Number to transfer the funds to.
3. User will complete the budget transfer in Banner and follow these instructions:  
[http://www.fau.edu/budget/files/Banner\\_Budget\\_Transfer\\_Process\\_Manual.pdf](http://www.fau.edu/budget/files/Banner_Budget_Transfer_Process_Manual.pdf)

**Funding Auxiliary or Tech Projects:**

**AUXILIARY OR TECH FUNDED PROJECTS:**

1. An ID or Cash Transfer shall be completed by the User for the amount of the proposal.
2. Benefitting Activity Number or Project I.D. will be determined upon receipt by Facilities Administration.
3. If neither document mentioned in #1 above is being submitted, then budget authority must be given to Facilities Management by the appropriate authorized personnel.

**Funding C&G Minor Projects:**

**CONTRACTS AND GRANTS FUNDED PROJECTS:**

1. An ID or Cash Transfer shall be completed by the User for the amount of the proposal.
2. Benefitting Activity Number or Project I.D. will be determined upon receipt by Design & Construction Services.

*For questions on form please contact Helen Kennedy, Facilities Admin, 561-297-3141 or [hkenned2@fau.edu](mailto:hkenned2@fau.edu)*

**Complete all cells in light blue. All cells with a yellow background for use by DCS ONLY**

Step:

1 REQUESTED BY: \_\_\_\_\_  
REQUESTOR'S EMAIL: \_\_\_\_\_  
PHONE #: \_\_\_\_\_  
DEPARTMENT NAME: \_\_\_\_\_  
PROJECT NAME: \_\_\_\_\_  
CAMPUS: \_\_\_\_\_  
FACILITY: \_\_\_\_\_

Minor Project/Permit Number: \_\_\_\_\_

Purchase Order (PO): \_\_\_\_\_

Project Manager: \_\_\_\_\_

e-mail address: \_\_\_\_\_

2 **SERVICES REQUESTED:**  
Please check all applicable boxes.

**Funding Source NOT REQUIRED**

Feasibility Study / Preliminary Estimate      Programming

**Funding Source REQUIRED**

Renovation of Existing Spaces

Remodeling of Existing Spaces

New Equipment installation or relocation of existing (see step 4)

Minor Mechanical or Electrical Alterations or Renovations (see step 4)

Other  
(Describe Services Needed)

\_\_\_\_\_

3 **DESCRIPTION OF WORK AND PROPOSED USE**  
(Identify room numbers for area of work or change of use):

\_\_\_\_\_

Building Number: \_\_\_\_\_  
Building Name: \_\_\_\_\_  
Rooms/Area: \_\_\_\_\_  
Current Use: \_\_\_\_\_  
Proposed Use: \_\_\_\_\_

Check and attach supplemental data if provided

4 **DESCRIBE EQUIPMENT, HAZARD AND/OR SERVICES REQUIRED FOR INSTALLATION:**  
Provide catalogue cuts for specialized equipment, including power requirements, and environmental control requirements.

\_\_\_\_\_

- ☐ NOT APPLICABLE  
☐ Laser Devices  
☐ Controlled Substances  
☐ Hazardous Chemicals  
☐ Biohazardous Materials  
☐ Live Animals  
☐ Radioactive materials  
☐ Equipment with radioactive components

If ANY of the listed materials or processes to the left are checked off, approval from the Department of Environmental Health and Safety must be obtained prior to commencement of the work.

5 **FUNDING:**  
See Instructions in MPRF Read Me First tab

List Fund Source from which you propose to pay for this project. The **maximum construction contract value** for Minor Projects is \$2,000,000. **Total Project Budget** must include all soft costs (including but not limited to design and inspection fees) and F&E where applicable.

AUXILIARY      C&G      E&G  
CARRY FORWARD      HENDERSON PECO  
Other: \_\_\_\_\_

Preliminary \$ \_\_\_\_\_  
Construction Budget: \_\_\_\_\_

Smart TAG #: \_\_\_\_\_

☐ PECO  
☐ PO&M

**Project Approval**

Print Name: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Dean/Director  
Date: \_\_\_\_\_  
**Approved by**  
Print Name: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Vice President  
Date: \_\_\_\_\_

**Space Committee Approval**

☐ Action    ☐ Approved    ☐ Not Applicable

**Notice: Research Projects require DOR approval**

Approved by: \_\_\_\_\_  
Vice President of Research  
(where applicable)

*Useful definitions in planning your project:*

**MAINTENANCE AND REPAIR.** Generally includes the upkeep of educational and ancillary plants. Refer to the PDF document "Procedure on Maintenance and Operation of University Buildings and Facilities" on the <http://www.fau.edu/facilities> site for more specific information.

**NEW CONSTRUCTION.** Any construction of a building or unit of a building in which the entire work is new. An addition connected to an existing building is considered new construction.

**REMODELING.** Changing existing facilities by **rearrangement of space and/or change of use**. Only that portion of the building being remodeled must be brought into compliance with the building and life safety codes unless the remodeling adversely impacts existing life safety systems of building or as otherwise mandated by current codes and/or State Fire Marshall rules (Florida Fire Code).

**RENOVATION.** Upgrading existing facilities by installation or replacement of materials and equipment. The **use and occupancy of the spaces remain the same**. Only that portion of the building being renovated must be brought into compliance with the building and life safety codes unless the renovation adversely impacts the existing life safety systems of the building.