

Academic Affairs

Request for New or Renovation of Space

The process below and corresponding *Proposal Form* were developed jointly between Academic Affairs and Facilities with the following goals in mind:

- Collect information on renovation requests in a consistent format
- Ensure that all aspects of renovation requests are considered as early as possible
- Assist with the prioritization and scheduling of renovation requests received by Facilities
- Clarify and identify funding sources and gaps as early as possible

Process

Issues related to the general maintenance (facilities, housekeeping) of space should be directed to the Facilities Work Order System – please do not follow the process below for general maintenance requests. The following should be used when requesting renovating existing or requesting new space in academic buildings.

1. Initial Design & Proposal

Requests for space renovation should be developed using the *Proposal Form* found on the Policies & Forms website (www.union.edu/Academics/AcademicAffairs/PoliciesForms/index.php). While developing the proposal, you may contact Facilities for general questions; however, please avoid detailed discussions on costs or scheduling. The completed proposal form should be emailed to Nic Zarrelli. When emailing, please copy your department chair and all individuals affected by or involved with the request, signifying that those individuals have been consulted and approve the request.

2. Dean's Initial Review

During this stage, the Deans will review and evaluate the proposal based on several factors, including the programmatic and academic merit of the proposal. If needed, Deans may ask for additional information or clarification from the proposers, Facilities, or other related individuals, departments, or programs.

3. Final Design & Estimates

After obtaining approval from the Deans, individuals who submitted the initial proposal should engage in more detailed discussions about the feasibility, costs, and timing of the proposal with Facilities. All information should be summarized and attached to the proposal. Once ready, it should be emailed to Nic Zarrelli.

4. Dean's Final Review

After reviewing the information, the Deans will classify the proposal into one of the three following categories. Please note that the status of any project may change due to changing financial or other situations at the College.

- *Project Accepted (Scheduled)*: project has been accepted and the project can be scheduled immediately. The proposal can commence per the agreed-upon timeline.
- *Project Accepted (On Hold)*: project has been accepted but the start of the project may be delayed until further notice due to funding or other reasons. The Deans will inform the proposers when the project can be 'scheduled'.
- *Project Rejected*: the project cannot be done due to funding or other reasons.

5. Project Commencement & Execution

Approved projects will be scheduled and completed per the agreed-upon timeline.