

**FACS Request for Facilities – Change of Purpose, Allocation or Renovation
College Coversheet and Instructions with Links to Forms and Policies**

All space projects in FACS College, regardless of funding sources, whether classrooms, labs, offices, or storage, and whether currently allocated to the Unit/Department and College, or external to the College, require the completion of this Coversheet (page 1), accompanied by Dept./Unit Head Signature(s) and appropriate Forms outlined on pages 2 – 3. Adhere to submission deadlines provided. Complete one coversheet for each project request. Submit this Coversheet and all supporting documents to the Dean, via Lynn Parham, facsdean@uga.edu.

1. **Project Name:** _____

2. **FACS Department/Unit:** _____

3. **Description** of request including reference to Building and Room number impacted.

4. **JUSTIFICATION:** Summarize why the space, renovation, or reassignment is needed. Please explain how the request addresses the departmental strategic plan as well as the College and UGA strategic initiatives. Consequences if not approved (alternative)?

Name of Unit, Signature and Date of Unit/Department Head:

Unit/Dept. Head: _____

Date: _____

Please attach Forms and any other supporting information regarding this request.

All ideas for facilities and space projects, small and large, should be coordinated through the Dean's Office, the FACS Facilities Manager and take into consideration University funding. Submission by faculty of the college for external funding – grant or gift – cannot obligate the College to pay for space renovations – labs or classrooms – or investments in technology without submitting a written request and receiving the expressed prior approval by the Dean. Naming of interior space cannot be promised.

5. TO REQUEST NEW OR CHANGE SPACE USEAGE & TO REQUEST FUNDING

Complete the **Request for Allocation of Space** form for additional building space for new programs/research, expansion of existing space, additional faculty offices or the relocation of existing space. This form must be completed and have documentation of need attached. Required approvals: Principal Investigator (if applicable), Department Head, and routed to Associate Dean for Academic Programs if classroom space. Classrooms on centralized scheduling limit our options. For space external to the College, the Dean will forward the request to Space Management and the Dean and Associate Dean will work directly Space Management until a resolution is determined. These requests often take months so advance planning is a must.

[https://fanda.uga.edu/sites/default/files/Request for Allocation of Space.pdf](https://fanda.uga.edu/sites/default/files/Request%20for%20Allocation%20of%20Space.pdf)

Facilities Projects https://fanda.uga.edu/sites/default/files/pdfs/FPIF_landing.pdf

can include small lab renovations, infrastructure and utilities, landscaping/site development and building enhancements. Cost estimates (typically made through the “work request”) are required and can be acquired by working with the FACS Facilities Manager. Identification of funding source(s), Department Head approval, and Dean's approval are required. After Dean's approval, complete the “Facility Project Initiation” form for all projects (except fully funded/previously approved MRR projects).

<https://fanda.uga.edu/sites/default/files/pdfs/ProjectInitiationForm.pdf>

Small Renovation Requests (\leq \$40K) can be funded by College/Unit resources in the same fiscal year, or in the following fiscal year. Complete the Coversheet and attach information outlining the request for approval of the small-scale renovation and remodeling projects and, if applicable, to request funds from the College. SRR are appropriate for changes/ enhancements to non-centralized scheduled classrooms. SRR many not include any request for computers or technology if qualified for Student Technology Fee consideration. Submit any time to the Dean but ideally the **first of December**. Requests may be approved to be funded in the same fiscal year as the request, or at the beginning of the next fiscal year, depending on the request approved by the Dean. Indicate fiscal year and timeline in your request. After approval by the Dean, FPIF Facilities Project Initiation Form must also be completed.

To request **UGA Major Repair and Renovation** (MRR) Funds for projects $>$ \$40K but $<$ \$1Mil funded in the following fiscal year, complete a MRR Form <http://www.busfin.uga.edu/forms/mrr.pdf> for each large-scale renovation and remodeling request. Details on how to apply for MRR Funds occurs each fall as a part of the UGA funding request to the state. FACS College Dean submits a ranked

list of MRR requests to FMD. The College deadline is the first of November for MRR requests for the next fiscal year. These requests require official UGA Facilities and Management Division (FMD) estimates and documentation. The Dean and Facilities Manager will work with FMD and other UGA Offices throughout the process in case of increased costs or unforeseen circumstances requiring problem solving.

Classroom Enhancement Opportunities can be applied for through UGA MRR process to further address deficiencies in instructional facilities. These supplemental funds may be used to make enhancements such as upgrades to different instructional and learning styles and technologies. The same form and deadline for MRR <http://www.busfin.uga.edu/forms/mrr.pdf> must be used to submit a Classroom Enhancement request; please identify such requests by including the letters *CIEnRe* at the start of project title. The proposal should explain whether the project would be for general maintenance, classroom enhancement/upgrade, or a mix of both. In addition, the proposal should indicate the need for the improvements and explain how the enhancements will better serve students. Your proposal must demonstrate improved instructional and learning capabilities for the faculty and students. CIEnRe funding described here is limited to centralized scheduled classrooms. The College deadline is the first of November for CIEnRe MRR requests for the next fiscal year.

The **Centralized Classroom Scheduling** Committee developed a policy to execute a sustainable and efficient classroom management model in 2016. More information about Centralized Scheduling, including key contact information, scheduling procedures, and responsibilities are found here: <https://reg.uga.edu/faculty-and-staff/centralized-classroom/faqs/>. Details on classrooms are readily available on the Resources Tab of *Ad Astra* <https://astra.uga.edu/>. To request Classroom Priority: Submit a written hard-copy request with documentation to the Centralized Scheduling Appeals Committee. For detailed instructions see final paragraph on the page: <https://provost.uga.edu/policies/academic-affairs-policy-manual/3-04-policy-for-centralized-classroom-and-event-scheduling/>. Please note that the UGA Appeals Committee requests room usage data and will check with other units impacted by requested changes and room usage data. All questions about classroom scheduling should be directed to the Associate Dean for Academic Programs.

Student Technology Fee funds are provided to the College each year based on an enrollment formula and addressing the three-year STF Plan of the College. This STF Plan is submitted by the Associate Dean for Academic Programs and is informed by a representative College committee. STF funds cannot be used to pay for furniture and have restrictions to assure the undergraduate and/or graduate students are the beneficiaries. A policy https://www.fcs.uga.edu/faculty_staff_resources/student-technology-fee-advisory-committee and Form guide STF submissions by units in the fall and the spring https://www.fcs.uga.edu/faculty_staff_resources/student-technology-fee-advisory-committee-request-for-funding-form .