Overview

This process streamlines how UWF community members request, evaluate, and approve campus projects (excluding routine maintenance and repair). The goal is to align projects with UWF strategic priorities, ensure transparency, and enable effective project execution.

Step 1: Determine Project Eligibility

a. Qualifying Work: Projects requiring Facilities approval include modifications that affect structural, mechanical, electrical, architectural, fire safety, space usage, or building systems (e.g., installation/removal of walls, changes to finishes, or equipment affecting safety systems).

b. Threshold: Generally, projects must have an estimated cost of at least $5,000. Projects under this amount are acceptable only if they address urgent health or safety concerns and must include detailed justifications and supporting documentation.

Step 2: Obtain Preliminary Approvals

a. Secure approval from your divisional Director/Dean and Vice President/Provost before initiating a project request.

Step 3: Submit the Project Request

a. Submission Process: Complete the [Project Request Form](#), providing a clear scope, feasibility details, an estimated cost range, timing constraints, and potential funding sources. *Note: Submission of the form does not guarantee project approval.

b. Timing: Submit projects on or before the first day of each fiscal quarter (July 1, October 1, January 1, April 1) to ensure proper tracking and review.

Step 4: Facilities Management Review:

a. A Facilities staff member will contact you to schedule an initial site visit to clarify the project scope and gather additional details.

b. Facilities will then establish a Rough Order of Magnitude (ROM) pricing estimate for the project.

Step 5: Project Prioritization:

a. Compilation: Facilities Management compiles all submitted projects along with Rough Order Magnitude (ROM) pricing and deferred maintenance projects.

b. Committee Review:
   i. The Campus Project Prioritization Committee, composed of key university leaders and stakeholders, meets quarterly to evaluate projects.

   ii. Projects are scored using criteria such as life safety, impact on instruction/operations, alignment with university priorities, and funding availability.

Step 6: Budgeting and Approval:

a. The VP of Finance and Administration establishes a budget for campus projects.

b. The Prioritization Committee submits recommendations and a prioritized project list to the Cabinet.

c. The Cabinet provides final approval, directing Facilities to obtain detailed cost estimates and funding confirmations.

Step 7: Finalizing and Executing the Project:

a. Notification & RFPs:

   i. Approved projects are communicated to requestors.

   ii. Facilities complete the necessary Requests for Proposals (RFPs) to secure design and construction services.

b. Scheduling:

   i. Projects are scheduled based on their priority score, available funding, and resource capacity.

   ii. Coordination with vendors and campus user groups ensures minimal impact on operations.

Additional Considerations:

- Compliance:
  - Ensure all projects adhere to applicable building codes, ADA guidelines, and campus standards.

- Project Definitions:
    - Understand key definitions such as renovation, remodeling, improvement, new construction, and equipment installation.
- Ongoing Management:
    - Projects in motion will generally continue even if priorities shift; overall portfolio management remains the responsibility of the delegated department.
- Contact Information:
    - For more details or assistance, contact UWF Facilities Management at 850.474.2007 or facilities@uwf.edu.
- Access the Form:
    - Use the provided link (https://projects.facilities.uwf.edu/) to access and submit the Project Request Form.