

Overview

This process establishes a structured process for requesting, prioritizing, estimating costs, and approving minor campus projects at UWF. The goal is to create an annual system that ensures alignment with university priorities, promotes transparency, and enables efficient planning and execution.

1. Key Objectives:

- Prioritize campus projects through Cabinet approval and community consensus.
- Align projects with UWF's strategic goals and financial priorities.
- Enhance transparency and collaboration across departments.
- Improve project scheduling to optimize resources and minimize disruptions.
- Ensure compliance with building codes, safety standards, and ADA requirements.
- Reduce project backlog and improve campus facilities efficiently.
- Streamline maintenance efforts by properly scheduling projects.

2. Project Eligibility and Criteria:

Projects requiring Facilities approval include:

- Structural, mechanical, electrical, or fire safety modifications.
- Changes in space usage (e.g., office to lab).
- Multi-trade coordination or installation/removal of equipment.
- Modifications to finishes, furniture, or landscaping.
- Projects must exceed \$5,000 unless they address urgent safety or compliance issues.

3. Submission and Approval Process:

- Requests are accepted quarterly (**July 1, Oct. 1, Jan. 1, April 1**).
- Employees must obtain divisional approval before submitting a Project Request Form.
- Facilities Management reviews requests, provides cost estimates, and prioritizes deferred maintenance.
- The Project Prioritization Committee evaluates projects based on strategic alignment, financial feasibility, and impact.
- The Cabinet approves priority projects, and Facilities initiates the planning, design, and construction process.

4. Project Prioritization Committee:

- Vice President, Finance and Administration/CFO
- Assistant Vice President Facilities Management
- Executive Director, Facilities Management

- Associate Vice President of Finance/Controller
- Vice Provost
- Dean of Libraries
- Deputy Director, Intercollegiate Athletics
- Director of Information Technology Operations
- ADA Coordinator

Project Execution and Oversight:

- Approved projects move through structured planning, procurement, and construction phases.
- Project timelines consider funding, contractor availability, and operational impact.
- Facilities ensure compliance with UWF standards, safety codes, and ADA guidelines.
- Projects in progress are generally not halted unless funding, feasibility, or institutional needs change.

This process ensures that UWF invests in projects that best support the university's mission while maintaining accountability, efficiency, and sustainability.