**REPAIR AND RENOVATION PROCESS**

In order to facilitate the repair or modification of university owned or leased property, please follow the below described process. Adherence to this process will ensure that the work requested meets the regulations of the building code and the design guidelines of the university. This process will also help communicate the scope and timing of the projects with others that may be impacted by this work.

**Maintenance Work Request**

Existing building components (doors, walls, carpet, ceiling, fixtures, etc.) or systems (plumbing, electrical and HVAC) that need routine maintenance or repair should be submitted as a Facilities Managment [FIXit work request](http://www.elon.edu/fixit). Repairs include painting an existing wall, repair or replacing existing carpet/ceiling tiles, changing light bulbs, repairing roof leaks and the like.

**Project Request Process**

Projects that include modifications or additions to existing campus buildings or leased buildings that the university occupies (adding, relocating, or removing walls, doors and windows; changes in use of space, changes to the style or type of furniture or fixed equipment, changing a classroom to a computer lab, converting a large room into smaller rooms, removing walls to make multiple areas into a bigger area, etc.), should be submitted by a Facility Modification Request Form to the Dean or Vice President administering that area for endorsement.

Once the Dean or Vice President has endorsed the project, they will submit the Facility Modification Request Form to Planning, Design and Construction Management for review. A project manager (PM) will review the request to ensure that it conforms to the building code and adheres to the design principles of the university. The project manager will determine if changes or additions include or effect technology. The project manager will contact the initiator to schedule a meeting to discuss the project if a meeting is required.

If the project is approved, Planning, Design and Construction Management will provide a cost estimate for the work and request funding from the initiator to complete the work. PDCM will determine whether this work can be completed in house by Facilities Management/Purchasing or if the project is to be completed by an outside contractor. If an outside contractor is required, the PDCM project manager will hire the contractor and manage the construction until the project is complete.

Initiator determines if this is a work order (to repair or replace an existing building component) OR if this is a Facility Modification Request Form (modifying existing building, new furniture, etc.)

For projects that cannot be completed due to code regulations, PDCM will meet with initiator and discuss alternate solutions.

Initiator submits Facility Modification Request Form to Dean/VP for endorsement.

Dean/VP reviews request, endorses project and submits Facility Modification Request Form to Planning, Design and Construction Management.

PDCM project manager reviews request and contacts initiator with any questions. Project manager determines if request is approved, approved as noted, or rejected.

Facilities Management responds, makes repair and closes out work request.

Initiator submits a Facilities Management [FIXit work request](http://www.elon.edu/fixit) for maintenance or repair of an existing building component or system.

Facilities Managment responds, determines that a repair cannot be made, orders a replacement through Purchasing and closes out work request.

Larger project: PDCM hires outside designer/contractor and manages project to completion.

Smaller project: Facilities Managment elects to perform work with Elon University staff.

For Approved or Approved As Noted projects, PDCM will request funding from Initiator. Once funding is present, PDCM will determine who the best fit to complete the task is.