



**Departments/units requesting work shall follow these Procedures:**

Complete the following “Facilities Project Initiation Form” and submit the proposed project through the routing outlined therein.

This request must be approved by the department’s Dean or Vice President before it is routed via F&A to the Provost (if required) for review. This approval may not be delegated.

**Facility Initiation Review/Approval Matrix**

Project Type (includes design and/or work)*	Facility Initiation Request	Finance & Administration Review/Approval	Provost Approval
Maintenance	No	No	No
Scope estimate < \$50k	Yes	Yes	No
Fully Funded / Previously Approved as MRR project	No	No	No
Partially Funded via MRR program without full project approval in MRR review	Yes	Yes	Yes
Change in Use of Space	Yes	Yes	Yes
Scope estimate > \$50k	Yes	Yes	Yes

\*refer to [Engaging Design Professionals and Contractors](#) and [Performing Work in UGA Facilities](#) policies

*Project examples include, but are not limited to:*

- ✓ *Converting closet space into a server room, or a computer lab into a student lounge. These change-of-use projects typically involve building system modifications to accommodate the different heat and cooling load requirements related to space demands.*
- ✓ *Renovating office spaces and laboratories that may include adding or deleting existing walls, which could lead to significant code mandated modifications and changes of heating and cooling and electrical requirements. (see FAQs in policies linked in above matrix)*

*Change in room use:*

- ✓ *The Department shall, prior to submitting a proposed project, follow appropriate procedures to obtain approval through the Office of Space Management for any change in room use that 1.) effectively transfers current use within the Department to another Department, School, College or entity on campus or 2.) proposes a change of use to any instructional space for which an appeal to the centralized scheduling committee has not previously been granted.*

Fund expenditure should not occur until such time this Project Initiation has been approved.

Upon receiving formal communication to perform work, a FMD or OUA staff member is assigned to manage the project throughout the design and construction process.

# Facilities Project Initiation Form

## Purpose:

This project form will serve as the vehicle to formalize a project/work to be administered by the Facilities Management Division (FMD) or the Office of University Architects for Facilities Planning (OUA) on behalf of any University of Georgia department or unit. This form is required for all projects/work on UGA's main campus and Health Sciences Campus regardless of funding source with the exception of fully funded/previously approved MRR projects. For the purposes of this process, 'Facilities Projects' are defined to include infrastructure and utilities, landscaping/site development and buildings.

For additional details, please refer to the University policy statements on the "Engaging with Design Professionals and Contractors" and the "Performing Work in University of Georgia Facilities":

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

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

In order to ensure that all facility projects are aligned with Institutional as well as University System of Georgia (USG) strategic goals and objectives, and to help ensure that limited resources are being targeted to institutional priorities and are deployed in a cost effective manner that bolsters more effective space utilization, this Facility Project Initiation form must be submitted by the using department requesting the project and all required approvals received before FMD or OUA may engage in work on any proposed project. Fund expenditure should not occur until such time this Project Initiation has been approved.

If a project is **fully** funded with MRR funds, no additional facility authorization is required to initiate design or construction. If the project is partially funded by MRR, the project shall continue to progress as outlined herein.

After review of the submission is complete, and if the project is authorized by Administration, the requesting department (and associated department/unit approvers) and applicable department (FMD or OUA), will receive electronic notification of this approval and the project may proceed. Should a project be denied by Administration, notification will be returned to the requesting department and associated approvers within the department/unit.

Date of request

Request # (F&A use only)

*Please complete all information as fully as possible to facilitate the timely review of your request*

## CONTACT INFORMATION note all fields are required

Department

School/College/Division

Request Contact Person

Title

Email Address

Address

Phone

## PROPOSED PROJECT OVERVIEW (not all may be applicable for certain project phases)

New Facility     Renovation of existing     Expansion of existing (requiring new construction)

Is Existing Space categorized as Resident Instruction (RI):     YES     NO

Is Existing Space leased?     YES     NO

Current location [UGA building name(s)/number(s)]:

A list of building numbers can be found at the "Facilities - Building Name or Number Lookup" link on the Office of Institutional Research website:

[https://facts.oir.uga.edu/oirpub/Facil\\_Bldg-Lookup-R.cfm](https://facts.oir.uga.edu/oirpub/Facil_Bldg-Lookup-R.cfm)

Approximate square feet of proposed project if addition or new construction is contemplated (or NA) \_\_\_\_\_

Approximate square footage to be included in proposed renovation (or NA) \_\_\_\_\_

Is this space currently assigned to your department?    YES     NO

If not, please refer to <http://fanda.uga.edu/space-management> and follow the process for submitting a Request for Allocation of Space form.

Is urgency\* associated with this request?     YES     NO

Desired project delivery date (completion for occupancy) for work within this request (mm/dd/yyyy): \_\_\_\_\_

\*if urgent request, provide detailed justification within project description/justification of need

- 
- Initial request**
  - Request for continuation of previously approved project**

Name of previously approved project and date of approval \_\_\_\_\_

**Type of Request-- check all that apply:**

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**UGA Project Concept Proposal (for projects <\$1M in construction costs)**

FMD or OUA will meet with the requesting department to assist in further defining the project details. As necessary, FMD or OUA will develop preliminary drawings and/or narratives that will be the basis of an order-of-magnitude cost estimate and estimated project delivery schedule. Upon delivery and review of cost estimates and project schedules, should the project be deemed viable requesting department the Facility Project Initiation form shall be resubmitted for continuation of the project.

**Feasibility Study (not absolute requirement for each project, see details)**

FMD or OUA will procure and administer a Feasibility Study to be conducted by a third party consultant. Upon delivery and review of the Feasibility Study, should the project be deemed viable, requesting department shall resubmit the Facility Project Initiation form for continuation of the project. A Feasibility Study is not necessary for all projects. Such studies are often utilized for the purposes of fundraising or other development purposes. *\*UGA Project Concept Proposal and Feasibility Study may be requested and approved simultaneously if funding for Feasibility Study is identified with initial request.*

**Design Services**

Using information defined in the UGA Project Concept Proposal and/or Feasibility Study, the requesting department submits the project information for authorization to proceed with design (development of construction documents). *\*This separate approval would typically only be required if funding is available for design but not yet for construction.*

**Construction Services**

Using the documents developed in the Design stage, the requesting department submits the project for approval for construction.

**Full Project Initiation (constitutes all above)**

Using information defined in UGA Project Concept Proposal and/or Feasibility Study, the requesting department submits the project for simultaneous design and construction approval. *\*Full project approval would eliminate the need for separate approvals at the design and/or construction phase if full project funding is available at the time the request is submitted.*

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**USG Project Concept Proposal/Integrated Project Review (for projects >\$1M in construction costs)**

The Board of Regents of the University System of Georgia requires project approval for certain projects with budgets greater than \$1M for construction (including renovation/infrastructure projects). Should a proposed project fall within the guidelines of this process, upon approval, FMD or OUA will collaborate with the requesting department in the preparation of required documentation to be submitted to the BOR by OVPFA. If the project proceeds and Integrated Project Review is initiated at the system office and the project is later approved and authorized by the BOR, no additional Facility Authorization is required to initiate design or construction.

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**Demolition Request**

FMD or OUA will meet with the requesting department to review proposed facilities for demolition. If demolition request is warranted, FMD or OUA will prepare associated documentation and provide cost estimates when appropriate. Costs typically associated with requests of this type include, but are not limited to, historic resource assessments, structural and architectural assessments, and hazardous materials testing.

**BRIEF PROJECT DESCRIPTION**

***JUSTIFICATION OF NEED***

Justify why the project is needed. Please explain how the request addresses the departmental strategic plan as well as the School/College/Division strategic plan and University of Georgia strategic plan and initiatives:

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**COST Estimate / proposed budget (check one):**

Initial request - no estimate currently known

Or

preliminary conceptual estimate \$ \_\_\_\_\_ (can be a cost range)

Or

Final proposed project budget \$ \_\_\_\_\_

**How did you arrive at this estimate:**

Facilities Management Division Cost Estimation

Office of the University Architects Cost Estimation

Internal (Department/Unit) Cost Estimation

Other (Specify):

**FUNDING INFORMATION**

All costs associated with this space including, but not limited to, consultant fees, testing, etc. are the responsibility of the proposing program, unit, department or school/college unless arrangements are made with OVPFA for use of central funds.

**PROJECTED FUNDING SOURCES**

- Unit/Departmental Funds  
Specific Source \_\_\_\_\_
- Grant Funding  
Contract/Grant # \_\_\_\_\_  
Effective Dates \_\_\_\_\_ to \_\_\_\_\_  
Total Dollar Amount of Agreement \_\_\_\_\_  
Fund source or Funding Agency / % Share of Cost \_\_\_\_\_ / \_\_\_\_\_
- MRR Funding  
Funding Cycle \_\_\_\_\_  
Line Item approval reference \_\_\_\_\_
- Private/Foundation Funding  
Amount Currently Available \_\_\_\_\_
- Institutional Funding
- Other (Specify) \_\_\_\_\_

**APPROVALS**

Department Head (if different from contact)	Signature	Date
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Dean/VP* (*AVP if F&A submission)	Signature	Date
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Submit form to [FPAF@uga.edu](mailto:FPAF@uga.edu)

F&A use/routing below this line

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- |   |  |
|---|--|
| Project Threshold:<br><input type="checkbox"/> Project < \$50,000<br><input type="checkbox"/> Project > \$50,000 (route to Provost) | Project Scope:<br><input type="checkbox"/> No Change in Use<br><input type="checkbox"/> Change in Use (route to Provost) |
|---|--|

- Recommend Project administration by:
- FMD
  - OUA

F&A AVP	Signature	Date
Recommend Approval	Recommend Denial	

\_\_\_\_\_  
OVPFA  
Request:    Approved    Denied

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Provost  
Request:    Approved    Denied  
AND/OR

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
President

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Request:   Approved            Denied

RETURN TO OVPFA FOR ADDITIONAL INFORMATION

*Return to [FPAF@uga.edu](mailto:FPAF@uga.edu)*

QUESTIONS? For assistance or more information on the project initiation process:  
contact Roswell Lawrence, Jr. at 706.542.1266 or [roswell@uga.edu](mailto:roswell@uga.edu)