



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 follow appropriate procedures to obtain approval through the Office of Space Management for any change in room use as listed in the Facilities Inventory Database (FIDB) prior to submitting a proposed project that effectively changes use.*

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/pdf/EngagingDesignProfessionalsandContractors.pdf>

<https://fanda.uga.edu/pdf/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.

To complete the "Facilities Project Initiation Form" and submit the proposed project through the routing outlined therein, [click here](#).
