

**RELOCATION/ REMODELING/ RECONSTRUCTION PROJECT**

**Step 1 – DESCRIPTION OF MOVE OR PROJECT**

Department/Division: \_\_\_\_\_

Desired Date of Completion: \_\_\_\_\_

Submitted by: \_\_\_\_\_  
(Deans/Directors/or VPs only)

Identify Potential Sources of Funds: \_\_\_\_\_

Date: \_\_\_\_\_

**Detail of Relocation or Project:**

**Step 2 – COST ESTIMATION**

Forward form to Director of Facilities and Grounds cost estimate.

**Checklist:**

Architect/Engineer required: \_\_\_\_\_

**Relocation or Construction Timeframe:**

Number of days: \_\_\_\_\_

DSA approval required: \_\_\_\_\_

Time of year: \_\_\_\_\_

Board approval required: \_\_\_\_\_

In-house or contract labor: \_\_\_\_\_

Cost Estimate: \_\_\_\_\_

ADA Compliance: \_\_\_\_\_

Ergonomic Review: \_\_\_\_\_

**Step 3: Forward to Division/ Department to identify funding sources**

Funding Sources: \_\_\_\_\_

**Step 4: Forward to Sr. Administrator for approval ( Remodeling/ Reconstruction, Accepted in February or October Only)**

Reviewed \_\_\_\_\_

*Approved*

*Denied*

**Step 5: Forward to Human Resources for certification of ADA compliance and Ergonomic Review**

Reviewed \_\_\_\_\_

*Approved*

*Denied*

**Relocation Projects Skip to Step 7**

**Step 6: Forward to Sr. Staff for approval (April or December)**

Reviewed \_\_\_\_\_

*Approved*

*Denied*

**Step 7: Forward to Director of Facilities and Grounds for final price and time schedule**

Cost: \_\_\_\_\_

Time of Remodeling/Reconstruction: \_\_\_\_\_

**Step 8: Forward to Sr. Administrator for Final Approval**

Reviewed \_\_\_\_\_

*Approved*

*Denied*

If the Project is Approved Submit Form and Work Order to Director of Facilities & Grounds:

**Note:** Major remodeling projects are reviewed twice a year as noted in the District Budget Calendar. Projects should be submitted to the appropriate Vice President in October for a spring remodel project and February for a fall remodel project. Sr. Staff will review major remodeling projects at their December and April meetings. **Relocations can take place throughout the year. Submit this form for Relocations at any time.**