

Alteration and Renovation Request Form

Requestor Name

Date of Request

Contact Email

College, Dept,
Research
Center, Office,
Program or
Workshop

Location Information for Request

Building

Room(s)

Floor(s)

Is this:

Interior

Exterior

Both

This Request Is For:
(Check All That Apply)

New / Additional Space

Furniture or Equipment Upgrade

Transfer Space Between Units

Other _____

Space Renovation

Please Describe the Extent and Details of the Request and include the following information

- Specific Space Requirements
- Pertinent Dates and Time Constraints
- Steps Taken So Far to Resolve Need or Issue
- Financial Impact if Work Not Performed
- Number of People Affected

CAMPUS MASTER PLANNING AND CAPITAL PROJECTS

Is Funding Available to Support This Request? Yes <input type="checkbox"/> No <input type="checkbox"/>	If Yes, please provide: Fund <input style="width: 100%;" type="text"/> Speed Type <input style="width: 100%;" type="text"/>	Does this pertain to grant-funded research? Yes <input type="checkbox"/> No <input type="checkbox"/>
Funding Comments <div style="border: 1px solid black; height: 40px;"></div>		Is this revenue-generating? Yes <input type="checkbox"/> No <input type="checkbox"/>

APPROVAL

While any individual within a unit may originate a request, the requestor must receive signed approval from the Dean / Vice Chancellor of their respective unit before submitting this form.

Dean/ VC
Signature

Printed Name

Date

PROCESS

- Department / Program completes the Renovation and Alterations Request Form and submits to the College Dean or appropriate Vice Chancellor for review and signature
- Signed request form is forwarded to CMP|CP at masterplanning@umassd.edu
- CMP|CP conducts the following analysis:
 - Interview stakeholders
 - Needs assessment
 - Space identification
 - Existing conditions survey
 - Feasibility study
 - Cost analysis
 - Scheduling
- Project summary is prepared for UMassD Senior Leadership’s review and approval
- Project Proposal/Summary with recommendations is presented to UMassD Senior Leadership for review and approval
- Approval received and funding identified
 - Change of use, change in footprint, infrastructure upgrades:
 - CMP|CP will engage a design firm, prepare construction documents, competitive bid, construction
 - Finishes, Furniture, minor Equipment upgrades:
 - CMP|CP will prepare documents in-house, procure furniture & equipment, oversee space modification

All requests must be submitted by completing the Campus Master Planning Capital Projects Alterations and Renovation Request Form and emailing the completed form to masterplanning@umassd.edu. Request reviews will be delayed if submitted in a format other than this request form.