

IV. Major Renovation Request Procedures

Requests for major renovations, or for work that substantially alters or effects the facility's physical structure or internal systems, require approval of the President, Tennessee Board of Regents, and in some cases, the State Building Commission.

A. Procedures

1. The person(s) requesting renovations must forward a memorandum, which fully describes and justifies the work requested, through appropriate channels to their vice president. If approved by the vice president, the request is forwarded to the Director of Physical Plant, who will prepare drawings and a cost estimate, if needed, and make a recommendation to the Vice President of Finance and Administrative Services.
2. The Vice President of Finance and Administrative Services will forward the request, with a recommendation, to the President. If approved by the President, and others as may be required, the request will be assigned a priority and returned to the Physical Plant Director who will schedule and coordinate the project.

Advance planning is essential. Projects, with an estimated cost of \$25,000 or more, may require Capital Funding and contracted services. Requests for Capital Funds are normally submitted annually, in July, and if approved, become available in July of the following year.

Contact the Physical Plant Office for assistance in preparing major renovation requests.