FACILITIES MANAGEMENT PROJECT REQUEST PROCESS FLOW PROJECT IS REQUESTED VIA FM AIM WORK ORDER, EMAIL, PRE-CONSTRUCTION PROJECT REQUEST FORM OR ALLOCATION ORDER **ESTIMATOR OR PROJECT MANAGER DETERMINES COMPLEXITY AND REQUIREMENTS** OF THE PROJECT PERMIT OR ARCHITECT PERMIT OR ARCHITECT **REVIEW NOT** REQUIRED **IS** REQUIRED (ROUTINE / IN-HOUSE PROJECTS) (PRE-CONSTRUCTION PHASE) PM IS ASSIGNED AND PROJECT ESTIMAT PROVIDED **PRE-CONSTRUCTION PROJECT** INCLUDING SOFT COSTS AND **FORM** CONTINGENCY **COMPLETED BY REQUESTOR** REQUESTOR PROVIDES THE PROJECT REQUESTOR APPROVES CHARTSTRING FOR FEASIBILITY PROJECT < \$100,000 THE ESTIMATE AND PROVIDES A STUDY AND CONFIRMS FUNDING SPEEDTYPE/CHARTSTRING FOR THE WHOLE PROJECT SCOPE, SCHEDULE AND BUDGET IS AGREED UPON. A 2-7 OR COST ESTIMATE IS **DEVELOPED INCLUDING SOFT COSTS AND CONTINGENCY** PROJECT > \$100,000 IF (CONSTRUCTION PHASE) PROCEEDS TO DESIGN/ **CONSTRUCTION** AND CONSTRUCTION PROJECT **APPROVAL FORM COMPLETED BY REQUESTOR** PROJECT IS SCHEDULED **BASED ON RESOURCES AND**

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CAMPUS PRIORITIES