THE UNIVERSITY OF MEMPHIS
FACILITIES ALTERATION PROCESS

This process overview provides the main steps involved in submitting, developing scope, estimating, funding, designing and completing minor facilities improvements.


2. If WORQ request meets the criteria for a project, **Work Control** creates a Facilities Improvement Ticket and forwards the link to the customer for completion via email.

3. **Customer** completes the Facilities Improvement Ticket.

4. **Physical Plant** field verifies the project and presents it to the **Project Oversight Committee (POC)** for review. If there is a change in the space use, type or configuration, the space change process is initiated. [http://www.memphis.edu/space/pdfs/request_for_space_change_form.pdf](http://www.memphis.edu/space/pdfs/request_for_space_change_form.pdf)

5. **POC** reviews the project for feasibility and agreement with the master plan and either recommends proceeding with the request or disapproves the request and notifies the requesting entity.

6. **POC** assigns a PM who works with the customer, utilizing the Project Manager Check List to develop the preliminary scope and initial estimate.

7. **Customer** approves scope, verifies funding is available, and obtains approval from respective Vice President or Dean.

8. **President’s Council** approves project to proceed, reviews priority of project and if necessary identifies funding.

9. **POC** issues a Building Permit number which is indicated on the Building Permit/Project Approval form.

10. **PM (Project Manager)** coordinates design ensuring that project drawings are submitted to reviewing offices at appropriate intervals. All drawings must be approved in writing before proceeding with bidding.

11. **PM** obtains bid quote(s), reviews them with the customer and coordinates the transfer of funds to Physical Plant including design fees.

12. **PM** initiates generation of the Purchase Order(s).

13. **PM** coordinates pre-construction meeting, and conducts periodic project updates meetings.

14. **PM** inspects the project and when the project is substantially complete, generates a punch list.

15. **PM** coordinates all close out actions.

6/30/14