

UNIVERSITY OF FLORIDA  
MINOR PROJECT/CONSTRUCTION REQUEST (FORM 90)  
PROJECTS UNDER \$1,000,000  
INSTRUCTIONS

**General**

Physical facilities are a scarce and valuable resource. The Minor Project/Construction Request procedure ensures that all minor construction projects are consistent with campus-wide facilities planning and design objectives and that such projects are properly authorized and constructed in compliance with applicable laws and codes. The resulting physical changes must be recorded and documented in pertinent University offices for sound management of our facilities.

When a renovation or new construction project is initiated a Minor Project/Construction Request form must be prepared prior to any other action taking place. After final approval, a fully executed copy will be returned to the originating department and a photocopy to each approving department by Facilities Planning and Construction.

Certain projects are exempt from this procedure. These include site utilities upgrade, replacement in kind maintenance work and code corrections. Requesting units are encouraged to contact Facilities Planning and Construction regarding exemptions.

A project must be in construction phase within 18 months from the approval date of a project. When a project is canceled after approval of the Minor Project/Construction Request form, the requesting unit must so notify the Facilities Planning and Construction in writing.

**Part I – Project Request**

This section is to be completed by the originating department or appropriate facilities office in as much detail as possible. Include sketches of the proposed project if possible. Part I provides the basic information needed by those responsible for the subsequent approvals. If any information is missing from Part I processing of the form may be delayed. Once the form has been filled in and signed by the department chair, dean and appropriate facilities office, it should be forwarded to the Physical Plant Division at PO Box 117730.

**Part II – Physical Plant Division**

This section is to be executed by the Physical Plant Division. The form will be signed and forwarded to Environmental Health & Safety for further handling.

**Part III – Environmental Health & Safety**

This section is to be executed by Environmental Health & Safety. The form will be signed and forwarded to Finance & Accounting for further handling.

**Part IV – Finance & Accounting**

This section is to be executed by Finance & Accounting. The form will be signed and forwarded to Facilities Planning and Construction for further handling.

**Part V – Facilities, Planning & Construction**

Facilities, Planning and Construction will review the project for final approval and distribute as previously noted unless further approvals are required. Projects involving classroom facilities will be forwarded to the Office of Academic Technology for approval. E&G projects will be forwarded to the Provost for approval. Projects valued at \$50,000 or more, will be forwarded to the Office of Business Affairs for approval.

**Part VI – Office of Academic Technology**

This section is to be executed by the Office of Academic Technology, only if the project includes classroom facilities.

**Part VII – Office of Provost**

This section is to be executed by the Office of the Provost, if the project involves E&G space.

**Part VIII – Business Affairs**

Projects valued at \$50,000 or more must be approved by the Office of Business Affairs. Upon final approval, the forms and copies will be distributed as previously noted.