

Franklin College Space Procedures

To request space:

Complete the "Request for Allocation of Space" form for additional building space for new programs/research, expansion of existing space, or the relocation of existing space. This form must be completed and have documentation of need attached. Required approvals: Principal Investigator (if applicable), Department Head, and routed to Associate Dean Michelle Momany mmomany@uga.edu/Leslie Morrow lmorrow@uga.edu. The Dean's office will forward the request to Space Management. Our office will work directly with Space Management until a resolution is determined. Note: these requests often take months, so plan ahead.

[https://fanda.uga.edu/sites/default/files/Request for Allocation of Space.pdf](https://fanda.uga.edu/sites/default/files/Request%20for%20Allocation%20of%20Space.pdf)

To request routine maintenance and repair or cost estimates: Preliminary Cost Assessment (PCA)

Create a "Work Request" for routine maintenance and repair of buildings, grounds, and infrastructure, to request outdoor and indoor signage identification, to address building access issues including keys and locks, or to request a starting PCA for renovation projects of major facility modifications.

<https://apps.fmd.uga.edu/workrequest/WorkRequestForm.aspx>

To request infrastructure, construction, design, or utilities tasks:

Complete the "Facility Project Initiation" form for all projects except fully funded/previously approved MRR projects. Facilities Projects can include small lab renovations, infrastructure and utilities, landscaping/site development and buildings. This form requires an understanding of the proposed project costs (typically made by submitting a request for a preliminary cost assessment, as described above), identification of funding source(s), Department Head approval, and Dean's approval. Do not use this form for maintenance requests (use PCA). [Click here](#) located at the bottom of Page 2 is the project form. https://fanda.uga.edu/sites/default/files/pdfs/FPIF_landing.pdf

To request Small Renovation Requests (SRR) ≤ \$40K funded in the same FY:

Complete a "Small Renovation Request" for small-scale renovation and remodeling requests, to be funded by Franklin College. Funds for SRR's are not always available, but if they are available, it is often with year-end funds on a tight deadline. Including complete, detailed PCA's with your request gives you a much better chance of receiving this year-end funding. The deadline for SRR requests for the current fiscal year is in November. Any requests approved must be funded/encumbered in the same fiscal year as the request. <https://www.franklin.uga.edu/deans-calendar>

To request Major Renovation Requests (MRR) > \$40K but < \$1MM funded in the following FY:

Complete a "Major Renovation Request" for large-scale renovation and remodeling requests. Areas covered include: Access Control and Campus Safety, Building Structure, Hardscape, Streets and Drainage, Electrical, Renovation and/or Change of Use, especially relating to aged facilities that present health and safety concerns, HVAC, Roofing, Regulatory (i.e., safety code, ADA, and environmental), and Utilities. Funding for MRR's are part of the UGA funding request to the state each year. Franklin submits a ranked list of MRR requests to the MRR Committee, chaired by the Provost's office. The Franklin College deadline for MRR requests is typically in November for the next fiscal year. These requests require a good understanding of the project cost (see section on Preliminary Cost Assessment) and documentation.

<https://www.franklin.uga.edu/deans-calendar>

To request Classroom Priority:

Submit a written hard-copy request with documentation to the Centralized Scheduling Appeals Committee. For detailed instructions, see final paragraph on the page: <https://provost.uga.edu/policies/academic-affairs-policy-manual/3-04-policy-for-centralized-classroom-and-event-scheduling/>. Be aware that the Appeals Committee requests room usage data and will check with other units that would be impacted by requested changes and room usage data.

For questions on Franklin space issues contact Associate Dean Michelle Momany (mmomany@uga.edu) and Franklin Administrative Specialist II Leslie Morrow (lmorrow@uga.edu) in the Office of the Dean.

UPDATED 9/12/2019