How do I initiate the process to make renovations to my building or office space?

1. If you are physically changing a space or changing the use of a room (example: changing a storage room to an office) you must make a request to Space Planning and Management. [https://uncw.edu/space/](https://uncw.edu/space/)

2. Complete Section 1 of the special project request form and submit it to the Project Management Department in the Office of Facilities. A copy of the form is attached. It is available on the Project Management web site.

3. Please identify the project representative in the space provided. This is the person from your organization who is familiar with scope of work for the project. They will work closely with the project manager during the scoping and estimating phase.

4. Please note the requirement for approval of the request by appropriate Associate Vice Chancellor or Dean. We will not be able to move forward with the project without that approval.

5. Once the special project request is received, we will assign a project manager (PM). The PM will work with your project representative to develop a complete project scope.

6. The PM will provide a cost estimate and funding request letter noting any time constraints.

7. After you receive the funding request, the decision to move ahead with the work resides with your organization. However, all actions are subject to cabinet level review to insure they are consistent with the priorities of the University.

8. Once all approvals have been obtained and funding is in place, we will begin the renovations. Some projects may require a design by a consultant and review by the State Construction Office. These requirements will have been explained to your project representative by the PM during the scoping process. Design costs will be included in the estimate prepared by the PM.

9. Our goals are to provide a quality product at a reasonable cost and to meet your schedule requirements.

10. If you have any question regarding the Special Project process, please contact:

Tom McCarley
Director Project Management Department
27229