

Procedure for Requesting Change **00.00.06**

- Requestor shall complete a copy of the attached Change Request Form (Attachment #4) for each requested change with the following information for each change:
 - Indicate the existing Division and Section number for proposed change.
 - Indicate the paragraph location for the new changes desired in bold letters.
 - Clearly describe the proposed change(s) to the current DC/FS Manual.
 - Describe the reason/justification for proposed change.
 - Provide an estimate of cost impact, i.e. initial cost and life cycle cost where appropriate, of proposed change.
- Requestor shall provide an electronic copy of the proposed revisions to the existing Section as a newly typed draft or highlighted in red. The current edition of the DC/FS is available for download.
- Requestor shall submit the completed Change Request Form and proposed draft to his/her Department Director for assessment and further evaluation. The Director will determine if the proposed change has merit for consideration to be incorporated into the DC/FS. If the proposal is to receive further technical evaluation, the Director must approve and sign the Change Request Form indicating support for the proposed change and concurring that the change is in the best interest of the University's cost control and facilities management policies.
- The Director shall submit the approved Change Request Form and draft section to the DCFS Coordinator for technical review by the General Subcommittee comprised of appropriate area interest representatives.
- The DCFS Coordinator will review the Change Request to confirm that all required information is provided and forward the proposed change to the General Subcommittee.
- If approved by the General Subcommittee, the proposed change will be presented for final review and approval by the Executive Committee. If not approved by the General Subcommittee, the proposed change will be returned to the Director with an explanation of the basis of the decision.
- If approved by the Executive Committee, the change will then be forwarded to Facilities Management's Information Technology to be placed on the Facilities Management website.
- The website Table of Contents will be revised to reflect updates indicating the date of the change, with the Division, Section number and Section change(s) noted in bold italics.