



Process:

- **Requestor Completes Change Request Form** - Requestor completes Change Request Form with language describing the proposed change. All information, under the three headings, must be provided in order for the review process to begin.
- **Requestor Submits Change Request to Department Director**
The Director evaluates the Request based on FM policy and cost. The Director must approve the Change
- **Department Director Submits Change Request to DC/FS Coordinator**
The DC/FS Coordinator assesses the completeness of the Change Request and coordinates technical review performed by the General Subcommittee. Resolution of comments is required prior to presentation to the Executive Committee.
- **Executive Committee Review**
The DC/FS Coordinator presents proposed change for final review and approval.
- **Approval and Incorporation into DC/FS**
Upon approval by the Executive Committee the change is incorporated into the DC/FS. Notification is issued to FM and Procurement. The publication date is coordinated with other updates and with FM IT for posting on the website.

*Supplemental updates may be posted between primary yearly updates.