



Facilities Modification Request (FMR)

The purpose of this form is for remodeling currently assigned existing space involving structural modifications
(For example, add/remove walls, doors, etc.)

College/Department: _____ Date Submitted: _____

Requestor: _____ Phone No: _____

Project Location/Name: _____

Estimated Cost: _____ Account #: _____

Project Description: (NOTE: If the project involves a significant change in room function; i.e. change classroom to office; the requestor must first submit a [Request to Change Room Type and Use](#) form prior to receiving approval for FMR.)

Dean/Director: _____ Date: _____ Approve _____ Disapprove _____

Print Name: _____

Vice President: _____ Date: _____ Approve _____ Disapprove _____

Print Name: _____

Forward this request to the Space Management Committee Chair evpfa@tamucc.edu for review after receiving Dean and Vice President signature approval.

Space Management
Committee Chair: _____ Date: _____ N/A _____ Approve _____ Disapprove _____

Notes: _____

Instructions for Completing Facilities Modification Request (FMR) Form

- This form is used to request the modification of the structure of a building. (i.e. adding, removing, and/or moving of walls or doors.)
- If there is a change in the function of the space, the [Request to Change Room Type and Use](#) form must be completed and approved by the Chair of the Space Management Committee before the FMR will be submitted for approval.
- Prior to submitting a FMR, a work order will need to be submitted through [Maintenance Connection](#). Based on overall scope, this could be assigned to either Maintenance or Planning and Construction.
- A project manager will be assigned and will assist requestors:
 - A. to determine project needs.
 - B. to develop accurate estimates and realistic timing.
 - C. with filling out the FMR.
- Once an estimate is determined, it will be reviewed with the requestor and if the project is moving forward, an account number should be provided on the FMR. Timing of when the project is done is discussed, but final timeline is not set until after vendor is selected and coordination of all aspects of project is determined. If the project is not provided funding, then the FMR is held as inactive until the end of the fiscal year and then will be cancelled. If requestor will have available funds the following fiscal year, a new work order/FMR will need to be submitted.
- Estimates will include total cost of the project.
- Once the form is filled out and department approvals acquired, send form to evpfa@tamucc.edu so the Space Chair can review the request and make determination if it needs to go to Space Management Committee for review. It is the responsibility of the requestor to track approvals through their department and Vice President.
- Planning and Construction – Facilities Services will then assign it a project number and establish an account for the work. Plans begin to do work in-house or to contract the work to an outside vendor.
- Once project vendor is selected, then the department will be given an estimate of the time to complete. Many variables can change the time to complete including coordination with telecom and other campus activities.
- Once project is complete, the user/requestor will be asked to perform an inspection and walk through of the completed project.