

## **Northwestern State University Campus Construction Work Request Policy**

### **Purpose**

This policy establishes the required process for requesting, reviewing, approving, funding, and scheduling construction, renovation, remodeling, and major repair work on Northwestern State University property.

### **Policy Statement**

All campus departments requesting construction, renovation, remodeling, building modifications, site improvements, major repairs, or work that may affect building systems, code compliance, ADA accessibility, utilities, finishes, or campus infrastructure must submit a completed Campus Construction Work Request Form to the Facilities & Plant Operations Department before any work may begin.

### **Scope**

This policy applies to all NSU departments, units, programs, auxiliary operations, and any other campus entity requesting work involving University facilities, grounds, or infrastructure.

### **Required Submission**

The requesting department must complete the Campus Construction Work Request Form and submit it to the Facilities & Plant Operations Department at [\*\*physicalplant@nsula.edu\*\*](mailto:physicalplant@nsula.edu).

The request must include:

1. Requestor information
2. Project location
3. Type of work requested
4. Detailed project description
5. Justification or purpose
6. Funding source and account information
7. Desired schedule and special considerations
8. Required approvals

Supporting documentation such as sketches, photographs, floor plans, or other relevant information should be attached when available.

### **Incomplete Submissions**

Construction Work Request Forms that are incomplete, missing required approvals, lacking

funding information, or submitted without sufficient project details or supporting documentation will be returned without action. The requesting department will be required to resubmit the form once all required information has been completed and all necessary approvals have been obtained.

Additionally, submission of a Construction Work Request Form does not authorize any department, employee, contractor, or vendor to begin work prior to review and written approval by the Facilities & Plant Operations Department. Unauthorized work performed without approval may be subject to removal, correction, or denial of reimbursement at the department's expense.

### **Approval Requirements**

All required signatures must be obtained before submission. Required approvals include:

- Requestor
- Budget Unit Head
- Vice President

These approvals confirm departmental approval of the proposed work, and responsibility for the funding source identified in the request.

### **Review Process**

Upon receipt, the Facilities & Plant Operations Department will review the request for feasibility, funding verification, scheduling, code compliance, ADA requirements, safety concerns, and impact on campus operations.

Some projects may require additional review, including architectural or engineering design, cost estimating, bid advertising, contract award, or compliance with applicable state procurement and public works laws, regulations, and requirements.

### **Funding**

The requesting department must identify the funding source, account number, and amount available. If departmental funds are not available, the request may indicate that Facilities funding is requested; however, submission of a request does not guarantee funding approval.

### **Scheduling**

Departments must allow sufficient time for review, estimating, scheduling, funding approval, design, bidding, and contract award when applicable. Desired start and completion dates will be considered but are not guaranteed.

Priority may be given to projects involving safety, code compliance, ADA accessibility, building system failures, or critical University operations.

**Unauthorized Work**

Departments may not independently authorize, procure, or perform construction, renovation, remodeling, or building modification work without review and approval by the Facilities & Plant Operations Department.

**Facilities & Plant Operations Determination**

After review, the Facilities & Plant Operations Department may approve the request, deny the request, or return it for revision. Conditions, comments, estimated cost, and project or work order number will be documented by Facilities & Plant Operations.