

Space related frequently asked questions

FACILITIES REQUESTS

Pursuant to Florida Rule 6 C-14, the University Facilities Office is the authority for design and construction administration. It is essential that all new construction on campus by any entity—including additions, renovations, or modifications to existing facilities or grounds—be processed via Facilities Planning and Construction to ensure that required permits are in place, work conforms to UCF Standards, and as-built conditions are properly documented.

For more information please go to: <http://fp.ucf.edu/minor-projects>

- 1 Who submits requests to UCF Facilities, Planning and Construction (FP&C)?
 - If it is a simple request that does not impact the usage of the space and/or requires replacement of significant equipment, the dean, director or department chair can directly submit the following form to:
<http://fp.ucf.edu/sites/default/files/forms/Minor%20Projects%20Form.pdf>
 - If the request might impact the size and/or usage of the space and/or requires replacement, please contact CAH's Associate Director – Resources and Facilities to discuss the scope of work and the submittal of the request.
 - The requestor is responsible to discuss the feasibility and/or any academic impact with the dean before starting the request process.
 - Once the request is submitted and processed, the requestor will be contacted by the project manager assigned to the job.
 - The requestor will be responsible to coordinate and follow up the project directly with the assigned facilities project manager.
 - **FURNITURE:** All furniture projects must be submitted to FP&C and EH&S for review prior to purchase. These do not require a Minor Project Request Form unless they are deemed to need a permit for installation, or unless they require an occupancy review by a licensed architect. Contact CAH's Associate Director – Resources and Facilities to discuss what you are planning to purchase in order to receive advise on the scope of work and documents needed for to the furniture review form found at:
<http://fp.ucf.edu/minor-projects> under “Furniture”

Once the scope of the furniture purchase is revised, the form will need to be submitted by the Department's requester to Beverly Bell,
Beverly.Bell@ucf.edu.

- 2 Who is responsible for the cost of the work?
 - The college unit requesting the work will be responsible for the cost. There might be instances, especially for the larger/complicated requests, FP&C might be able to assist with some of the cost.

- 3 How long does a request to FP&C take?
 - It depends on the complexity of the project and/or the work load of FP&C. Complicated projects need design time as permitting through UCF Building Code and/or the State Fire Marshall will be necessary.

SPACE MAINTENANCE ISSUES

- 4 Who will submit a work order if there is a maintenance issue in my building/office?
 - Please contact your building manager for any “non-emergency” issues. For any emergency issues such a bathroom overflow, power outage, etc., contact your building manager if available or Work Control directly @ 3-5223.
<http://fo.ucf.edu/resources>
- 5 Who is responsible for painting the offices?
 - UCF Facilities Operations no longer has a scheduled planned maintenance program so these types of requests will be charged to the requesting unit.
- 6 What other services does UCF Facilities Operations offer?
 - See the UCF Facilities Operations site for all services :
<http://fo.ucf.edu/services>

Some of these services may be outdated and you will need to find out if there is a cost associated with your request before submitting.

HIRING NEW FACULTY/EMPLOYEE

- 8 Who is responsible for assigning furnished space for a new hire?
 - The hiring unit is responsible for accommodating the new hire; however, if there is no available space within the unit, please contact CAH’s Associate Director – Resources and Facilities as soon as the space is needed. A large lead time is needed to find available space elsewhere on or off campus (for example; Research Park offices).
 - The cost of any rental space will be the responsibility of the unit unless otherwise approved by the dean and the Dean’s Office Budget.
- 9 Who is responsible for providing a computer?
 - If the hiring unit does not have an existing computer and the purchase of a new computer is necessary, the unit will be responsible for that purchase. Before purchasing a new computer, it is *required* that CAH IT is contacted as soon as possible for recommendations of computers and software supported.
 - See the CAH Technology website at; <https://it.cah.ucf.edu/>

10 Who is responsible for coordinating phones and keys?

- Unless the Dean's Office is providing the space, the hiring units are responsible for submitting a TRF request (Telecommunications Request Form) to CS&T; <http://www.cst.ucf.edu/wp-content/uploads/TRF.pdf> and a university key request. The forms can be picked up at the Facilities and Safety Building reception area.

These are only a few guidelines for your quick reference.

For any questions you might have regarding this process please contact:

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