

Indiana University Northwest  
Facilities Request Process

2006

July--Facilities Planning Committee chairperson contacts vice chancellors, deans, and directors, advising them of the start of the facilities request cycle (cycle is July through June) and attaching copies of the Facilities Request Process and the Facilities Request Form. Administrators are asked to send this information to their respective staff members and units under their supervision.

August, September, October, and November—FPC chair sends a campus-wide email, reminding/advising the campus community of the facilities request cycle and attaching copies of the Facilities Request Process and Facilities Request Form.

July 1-November 15 —Campus units submit requests via the Facilities Request Form to their respective deans and/or vice chancellors. Upon signing a Facilities Request Form (and therefore approving a request), vice chancellors forward the forms to the Facilities Planning Committee chair. FPC chair forwards requests to FPC members for their information and later evaluation.

November 15—Deadline for facilities request submissions. FPC chair compiles all requests into master list and sends it to FPC members and the campus facilities planning consultant.

December—FPC meets with campus facilities planning consultant to consider all campus facilities requests and produce draft solutions to the requests.

January-February—FPC chair meets with facilities requestors and their deans and/or vice chancellors about FPC decisions on their requests. FPC chair advises requestors to gather cost estimates for implementing their request (if not done earlier) and the availability of assistance from the Head of Physical Plant in estimating costs (cost information to include source of funding).

March—FPC chair forwards FPC recommendations, including cost estimates, to Cabinet for review and/or approval.

April—FPC chair meets with facilities requestors about outcome of Cabinet review. Cabinet-approved recommendations proceed with implementation.