



## Important Notice to All Users

**Intent:**

*The purpose of this form is to provide a systematic process for documenting, requesting and procuring design and construction services for the University. Please note it is not intended to address routine maintenance Work Orders.*

**THIS FORM IS TO BE USED FOR ALL MINOR PROJECT REQUESTS WITHOUT EXCEPTION**

<b>Protocols:</b>	<ol style="list-style-type: none"> <li>1. User will initiate process by downloading and completing the <b>Minor Project Request Form</b>, or MPRF. The form may be found the Facilities Construction web site: <a href="http://facilities.fiu.edu">http://facilities.fiu.edu</a> under the "Services Menu".</li> <li>2. You may sign manually, scan it and create a PDF; or go to <a href="https://docusign.fiu.edu/">https://docusign.fiu.edu/</a> and sign digitally. Once you sign the form using DocuSign, please download it as a PDF and send the electronically signed copy to <a href="mailto:MPR@fiu.edu">MPR@fiu.edu</a>.</li> <li>3. The document must be endorsed with <u>all required signatures</u>. Research related and/or funded projects require <b>ORED approval</b>.</li> <li>4. Submit completed form by clicking the Submit bottom at the end of the form, or email it to <a href="mailto:MPR@fiu.edu">MPR@fiu.edu</a>.</li> <li>5. <b>All work is to be completed by insured &amp; licensed vendors.</b></li> </ol>
<b>General Instructions:</b>	<ol style="list-style-type: none"> <li>1. Refer to the Useful Definitions tab included in this document to understand terms such as remodeling, renovation, new construction and maintenance.</li> <li>2. Complete all fields with a blue background in MPRF.</li> <li>3. Based on information provided and estimates obtained, the FIU Project Manager will contact you to review the Estimate of Probable Construction Cost prior to project initiation.</li> </ol>
<b>Funding E&amp;G Minor Projects:</b>	<p><b>E&amp;G FUNDED OR E&amp;G CARRY FORWARD FUNDED PROJECTS:</b></p> <ol style="list-style-type: none"> <li>1. A <b>budget transfer</b> shall be processed through PantherSoft by the User for the amount of the proposal plus a <b>5% Construction Service Reimbursement (CSR)</b>.</li> <li>2. Please contact FM Construction Accounting Ext. 7-4042 or 7-4048 to determine which Activity Number to transfer the funds to.</li> </ol>
<b>Funding Auxiliary Projects:</b>	<p><b>AUXILIARY FUNDED PROJECTS:</b></p> <ol style="list-style-type: none"> <li>1. A <b>Cash Transfer</b> shall be completed by the User for the amount of the proposal plus a <b>5% Construction Service Reimbursement (CSR)</b>.</li> <li>2. Benefitting Activity Number or Project I.D. will be determined upon receipt by Facilities Administration.</li> <li>3. The Cash Transfer should include the FM# in the description and be sent to FM Construction Accounting with a copy of the Quote Transmittal or Cost Projection at CSC 223. Contact Ext. 74042 or 74048 if assistance is needed.</li> <li>4. If for any reason, a Cash Transfer cannot be provided, please contact FM Construction Accounting at Ext. 74042 or 74048.</li> </ol>
<b>Funding Tech Fee Projects:</b>	<p><b>TECH FEE FUNDED PROJECTS:</b></p> <ol style="list-style-type: none"> <li>1. The Dept. of Information Technology should be advised that your request is being handled by Facilities Management. As a result, DOIT will send a cash transfer directly to FM Construction Accounting for the amount of the proposal plus a <b>5% Construction Service Reimbursement (CSR)</b>.</li> </ol>
<b>Funding Grant Minor Projects:</b>	<p><b>GRANTS FUNDED PROJECTS:</b></p> <ol style="list-style-type: none"> <li>1. Language in the Grant agreement will determine how this funding is used for construction. Please contact FM Construction Accounting to determine the process. PLEASE NOTE that Grant funds cannot be charged <b>CSR</b>, so an alternative funding source will have to be identified by the Customer to cover this cost.</li> </ol>

**For questions on form contact:**

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## MINOR PROJECT REQUEST FORM (MPRF)

**\$4M Maximum Construction Value**

*Instructions: Complete the cells in blue. The cells in yellow to be used by Facilities Construction ONLY. The blue cells that have a red border when clicked on are MANDATORY.*

REQUESTED BY:	
REQUESTOR'S EMAIL:	
PHONE #:	
DEPARTMENT NAME:	
PROJECT NAME:	

MINOR PROJECT #:	
FIU PM:	
E-MAIL ADDRESS:	
PM PHONE #:	

CAMPUS / PROPERTY:	BUILDING / FACILITY:
	ROOM / AREA AFFECTED:

### 1.0 SERVICES REQUESTED:

*(Check all applicable boxes):*

<input type="checkbox"/> Feasibility Study	<input type="checkbox"/> Preliminary Estimate	<input type="checkbox"/> Renovation / Remodeling	<input type="checkbox"/> Research / Lab
<input type="checkbox"/> Electrical Work	<input type="checkbox"/> Media Installation	<input type="checkbox"/> Equipment Installation / Relocation	<input type="checkbox"/> Other

### 2.0 DESCRIPTION OF PROPOSED SCOPE OF WORK:

*Provide a detailed description of the work that will be performed. If items are identified that are clearly out of the scope of this project, they should be noted here. Laser Devices, Controlled Substances, Hazardous Chemicals, Biohazardous Materials, Live Animals, Radioactive Materials, and Equipment with Radioactive Components require approval from the Department of Environmental Health and Safety prior to commencement of the work. See <http://ehs.fiu.edu> for details.*

*(Type description in the text box below):*

### 3.0 FUNDING:

*(Check all applicable Fund Source boxes from which you propose to pay for this project. The maximum construction contract value for Minor Projects on Continuing Service Contracts is \$4,000,000. Total Project Budget must include all soft costs (including but not limited to design and inspection fees) and F&E where applicable).*

<input type="checkbox"/> AUX	<input type="checkbox"/> E&G	<input type="checkbox"/> E&G CARRY FWD.	<input type="checkbox"/> PECO	<input type="checkbox"/> CITF	<input type="checkbox"/> BONDS	<input type="checkbox"/> FOUNDATION	<input type="checkbox"/> GRANTS	<input type="checkbox"/> TECH FEE
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### 4.0 PROJECT APPROVAL:

**Approved by:**  
*(Manual/Digital Signature)*

Name: |

**Department Chair or Designee**

Department: |

Date: |

#### Space Committee Approval

Approval Date: |

**Notice: Research Projects Require Office of Research and Economic Development (ORED) Approval**

**Approved by:**  
*(Manual/Digital Signature)*

Name: |

**Dean or VP**

College / School Name: |

Date: |

**Approved by:**  
*(Manual/Digital Signature)*

Name: |

**Assoc. VP for Research (ORED)**

Date: |

### 5.0 DISTRIBUTION:

Facilities Construction: **Director / Assistant Director Construction**  
 Facilities Construction: **Program Assistant / Construction Support**  
 Space Management: **Director / Computer Application Admin. / Manager**  
**Space Utilization**

Facilities Management  
 Facilities Management  
 Academic Space Management, Provost & Academic Affairs

*Useful definitions in planning your project:*

**MAINTENANCE AND REPAIR:** Generally includes the upkeep of educational and ancillary plants. Refer to the PDF document "Procedure on Maintenance and Operation of University Buildings and Facilities" on the <http://facilities.fiu.edu/> site for more specific information.

**NEW CONSTRUCTION:** Any construction of a building or unit of a building in which the entire work is new. An addition connected to an existing building is considered new construction.

**REMODELING:** Changing existing facilities by **rearrangement of space and/or change of use**. The installation of new equipment in a space may alter the physical attributes and change the use of a space (from a Classroom to Research for instance). Any such change requires the user to obtain **approval by Space Committee** prior to any action by Facilities Construction staff. Only that portion of the building being remodeled must be brought into compliance with the building and life safety codes unless the remodeling adversely impacts existing life safety systems of building or as otherwise mandated by current codes and/or State Fire Marshall rules (Florida Fire Code).

**RENOVATION:** **Upgrading existing facilities by installation or replacement of materials and equipment.** The **use and occupancy of the spaces remain the same**. Only that portion of the building being renovated must be brought into compliance with the building and life safety codes unless the renovation adversely impacts the existing life safety systems of the building.