Use the Construction Services Project Request Form for the following types of services...

1. **New construction** – a building or addition that currently does not exist.

2. **Renovation** – the overhaul or restoration of an existing building or area within a building, including:
   - Subdivision or enlargement of space
   - Rearrangement of rooms, walls, doors, windows, etc.
   - Changes that allow the room to be used in a different way (i.e. changing an office into a laboratory, a classroom into retail, lounge into dorm rooms, etc.)

3. **Addition of equipment or furniture** – addition of new equipment or furniture or exchanging older equipment or furniture with newer items. Examples include:
   - Replacing autoclave, systems furniture, air conditioner, etc.
   - Modification of climate control, fire/life safety systems, plumbing, electrical, telecommunications, and other facilities systems

4. **Interior finishes/space renewal** – altering an area’s appearance without changing how it’s used. This could include wall or floor covering, window treatments, cabinetry, and more.

5. **Office/department relocation or expansion** – additional space or relocation to a new area not currently allocated to the department. This will require Space Committee approval before funding is authorized.

...Not for Regular Maintenance Work.

Facilities Management provides all maintenance work, including:
- Plumbing repair
- Electrical work
- Locksmith activities
- Climate control
- Used furniture storage exchange
- Furniture repair and upkeep
- Painting
- Major appliance support
- Pest control

And other general maintenance issues ~
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