

## FACILITIES MANAGEMENT SERVICES

FY 18 Year End Cut Off Dates

February 2, 2018

	<b>ACTION</b>	<b>DATE</b>
1	<p><b>Audio/Visual Equipment Purchase and Installation Only:</b> Submit a Facility Modification Request (FMR) to Customer Service Center.</p> <p style="text-align: center;"><b>(Any FMR submitted after the cutoff date will be held and priced / estimated for FY19)</b></p>	<b>Friday, February 16, 2018</b>
	<i>Approval/Funding Source for the Project Cost/Budget Estimate Form needed from client</i>	<b>Friday, March 16, 2018</b>
2	<p><b>Furniture Purchase and Installation Only:</b> Submit a Facility Modification Request (FMR) to Customer Service Center.</p> <p style="text-align: center;"><b>(Any FMR submitted after the cutoff date will be held and priced / estimated for FY19)</b></p>	<b>Friday, February 16, 2018</b>
	<i>Approval/Funding Source for the Project Cost/Budget Estimate Form needed from client</i>	<b>Tuesday April 10, 2018</b>
3	<p><b>Construction Projects that require Design Services:</b> Submit a Facility Modification Request (FMR) to Customer Service Center.</p> <p><i>(Requested work requires Design Services and is to be managed by the Design and Construction Services.)</i></p> <p style="text-align: center;"><b>(Any FMR submitted after the cutoff date will be held and priced / estimated for FY19)</b></p>	<b>Friday, February 16, 2018</b>
	<i>Approval/Funding Source for the Project Cost/Budget Estimate Form needed from client</i>	<b>Friday, March 16, 2018</b>
4	<p><b>Construction Projects that do not require Design:</b> Submit a new Facility Modification Request (FMR) to the Customer Service Center.</p> <p><i>(Requested work should not require Design Services and may be managed and performed by the Renovations Department)</i></p> <p style="text-align: center;"><b>(Any FMR submitted after the cutoff date will be held and priced / estimated for FY19)</b></p>	<b>Friday, March 16, 2018</b>
	<i>Approval/Funding Source for all Cost Estimates and/or Budget Estimate form needed from client</i>	<b>Friday, April 13, 2018</b>