

FACILITIES MANAGEMENT SERVICES

FY 20 Year End Cut Off Dates

January 10, 2020

	ACTION	DATE
1	<p>Audio/Visual Equipment Purchase and Installation Only: Submit a Facility Modification Request (FMR) to Customer Service Center.</p> <p style="text-align: center;">(Any FMR submitted after the cutoff date will be held and priced / estimated for FY21)</p>	Friday, February 14, 2020
	<i>Approval/Funding Source for the Project Cost/Budget Estimate Form needed from the client</i>	Friday, March 13, 2020
2	<p>Furniture Purchase and Installation Only: Submit a Facility Modification Request (FMR) to Customer Service Center.</p> <p style="text-align: center;">(Any FMR submitted after the cutoff date will be held and priced / estimated for FY21)</p>	Friday, February 14, 2020
	<i>Approval/Funding Source for the Project Cost/Budget Estimate Form needed from the client</i>	Tuesday April 7, 2020
3	<p>Construction Projects that require Design Services: 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;">(Any FMR submitted after the cutoff date will be held and priced / estimated for FY21)</p>	Friday, February 14, 2020
	<i>Approval/Funding Source for the Project Cost/Budget Estimate Form needed from the client</i>	Friday, March 13, 2020
4	<p>Construction Projects that do not require Design: 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;">(Any FMR submitted after the cutoff date will be held and priced / estimated for FY 21)</p>	Friday, February 21, 2020
	<i>Approval/Funding Source for all Cost Estimates and/or Budget Estimate form needed from the client</i>	Friday, April 10, 2020