

FACILITIES MANAGEMENT SERVICES

FY 25 Year End Cut Off Dates

February 6, 2025

	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 FY26).</p>	Friday, Feb. 14, 2025
	<p style="text-align: center;"><i>Approval/Funding Source for the Project Cost/Budget Estimate Form needed from the client.</i></p>	Friday, March 14, 2025
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 FY26).</p>	Friday, Feb. 14, 2025
	<p style="text-align: center;"><i>Approval/Funding Source for the Project Cost/Budget Estimate Form needed from the client.</i></p>	Tuesday, April 4, 2025
3	<p>Construction Projects that require Design Services: Submit a Facility Modification Request (FMR) to Customer Service Center.</p> <p style="text-align: center;"><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 FY26).</p>	Friday, Feb. 14, 2025
	<p style="text-align: center;"><i>Approval/Funding Source for the Project Cost/Budget Estimate Form needed from the client.</i></p>	Friday, March 14, 2025
4	<p>Construction Projects that do not require Design: Submit a new Facility Modification Request (FMR) to the Customer Service Center.</p> <p style="text-align: center;"><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 FY26).</p>	Friday, Feb. 21, 2025
	<p style="text-align: center;"><i>Approval/Funding Source for all Cost Estimates and/or Budget Estimate form needed from the client.</i></p>	Friday, April 11, 2025