



## McComas Village House Improvement Protocol

Fraternity/Sorority Chapter Presidents and/or their designee (such as the Village Resident Advisor) and Office of Residence Life staff are to utilize this protocol and form when requesting work to be completed in a chapter house residing in McComas Village. All MV House Improvement requests must go through Facilities for approval. The Office of Residence Life and Facilities both oversee this established protocol.

### Steps to follow:

1. The Chapter President and/or their designee completes the MV House Improvement form and submits it via email to the McComas Village Hall Director for review.
  - a. Each improvement/project should be submitted on a separate form.
2. The McComas Village Hall Director communicates work requests with their Area Coordinator.
3. The McComas Village Hall Director contacts Facilities based on the type of work needed (see list below), to explain the full scope of the work requested. The Chapter should not contact contractors directly.
  - a. For structural work, contact Chris Levicki.
  - b. For electrical work, contact Dan Perry.
  - c. For mechanical work, contact Jim Graff.
  - d. For general questions and follow-up, contact Mark A. Brooks.
4. Facilities will select 1 to 3 of our T&M contractors in the associated field of work to perform a walk-through and review the scope of the project.
5. Facilities will receive contractor's quotes to ensure the scope of work being completed is accurate, complete, and matches the intent of the request.
6. Facilities will determine the lowest bidder(s) and send the quote(s) to the McComas Village Hall Director for review. The McComas Village Hall Director will review the quote with their Area Coordinator and the Assistant Director for Building Services.
7. The Assistant Director for Building Services and Area Coordinator will review the quote and determine if they will move forward with the project or not, including the Associate Director for Residence Life as needed or requested.
  - a. For approved projects where the Chapter, Housing Corporation, and/or (Inter)National Headquarters pays for the work to be completed, they are responsible for working with Facilities completing the payment process.
  - b. For approved projects where the Office of Residence Life pays for the work to be completed, the Senior Business Manager in the Division of Student Affairs will create a PO for the contractor. When sending the PO to the contractor, the following individuals should be copied on the email: the appropriate Facilities project manager, Assistant Director for Building Services, Area Coordinator, and McComas Village Hall Director.
8. The AVP, Director of Residence Life and/or their designee, or Facilities staff will communicate all updates to the Chapter in a timely manner, via email.

### **Office of Residence Life**



**McComas Village House Improvement Form**

This form allows a Fraternity/Sorority Chapter residing in McComas Village to inform the Office of Residence Life and the Office of Facilities & Construction about an improvement and/or project they would like completed for their house. Chapter Presidents and/or their designee (such as the Village Resident Advisor) should email this completed form to the McComas Village Hall Director. After the Office of Residence Life reviews the submission, staff will forward the form to the appropriate Facilities & Construction staff for review. Each improvement/project should be submitted on a separate form.

Chapter House: \_\_\_\_\_ Date Submitted: \_\_\_\_\_

Chapter Contact: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

House Corporation/designee Contact: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Impact Area(s) of the House:

**Description of Improvement/Project**

What is the scope of the improvement/project?

Why is the improvement/project needed?

**Timeline**

When would you prefer for this project to begin? Please list a specific date.

When is your preferred project completion date? Please list a specific date.

Are there any additional important dates and/or timeline information? If so, please list them here.

**Office Use Only**

Reviewed by AVP/Director for Residence Life and/or designee: YES NO Date:

Reviewed by Facilities & Construction staff and/or designee: YES NO Date:

Final Decision on Improvement/Project:

