

FACILITIES REQUESTS PROCESS

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Administrative Operations

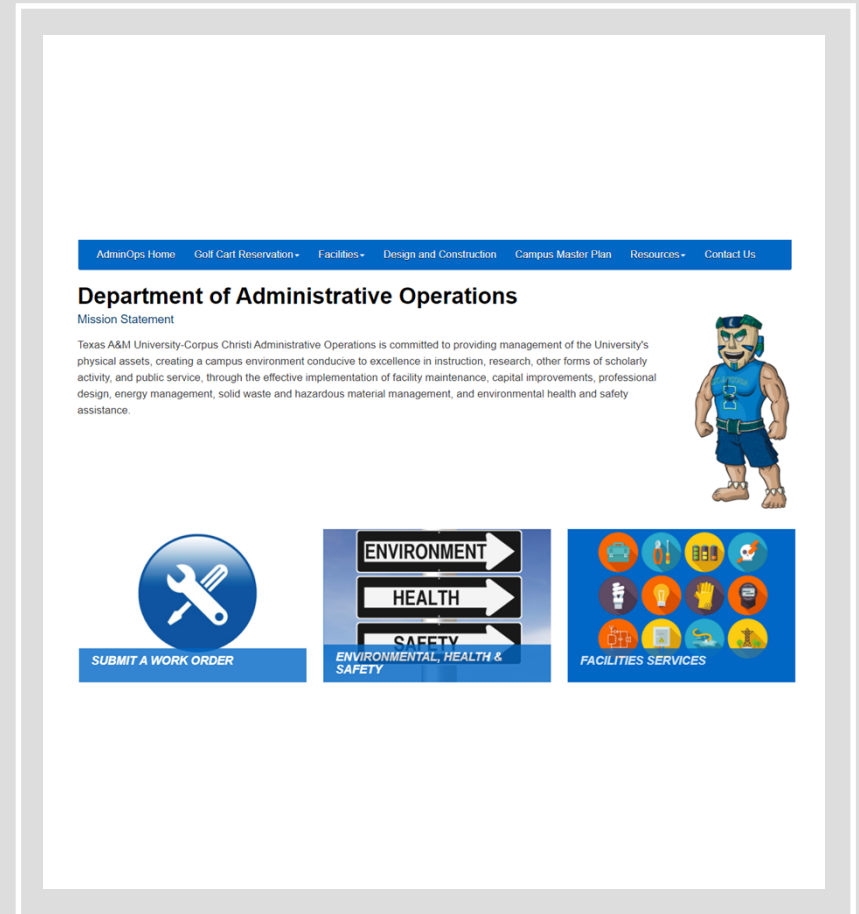
UPDATES TO WEBSITES

Administrative Operations

Link <https://adminops.tamucc.edu/>

Facilities Services

Link <https://facilities.tamucc.edu//index.html>



PROJECTS & CONSTRUCTION

Projects & Construction Requestor Dashboard

PROJECTS & CONSTRUCTION (PC) REQUESTOR'S DASHBOARD

Requestor Resources

Forms

- [Project Initiation Request Form](#)
- [Card ACCESS and KEY request form](#)

External Links

- [Common HUB Vendors](#)
- [HUB Subcontracting Plan](#)
- [Progress Assessment Re...](#)
- [Canopy](#)
- [IslanderBuy](#)

Websites and Links

- [Planning & Construction Website](#)
- [AdminOps Contact Information](#)
- [Facilities Request SOP](#)
- [Facilities Request Flowchart](#)

Facilities Request Workflow

The Administrative Operations department oversees and manages all Facilities Projects for all TAMUCC campuses. Projects are defined as any alteration, new construction, addition to the physical structure, or renovations that involve multiple trades regardless of funding source. It is also used when requesting additional space, change of room type/use, reassignment of space and IT project requests.

Based on the overall scope of a request and estimated cost, the project will be assigned to a Project Contact Person.

The [Project Initiation Request](#) will begin the process.

PHASE I: [PROJECT WORK PLAN](#)

PHASE II: [FACILITIES REQUEST FORM](#)

PHASE III: [P&C STATEMENT OF WORK/COST ESTIMATE](#)

[CHANGE ORDER REQUEST](#)

[CARD ACCESS AND KEYS COORDINATION](#)

[CLOSE OUT](#)



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ENTER PROJECT # UNDER LINE 3 FOR SUMMARY

PC Project Summary for Dashboard

				Project Summary	% Complete	Project Start Date	Project Finish Date	Actual Start Date	Actual Finish Date
1				Project Type/Title					
2				Summary <This Summary information is pulled directly from the PC Project Facilities Request Intake Sheet. Enter Project # for other fields to populate>					

THANK YOU!