Why is FREAS requiring these additional approval steps?

COVID has drastically reduced our resources available to manage and perform project work. Most of our limited resources are focused on the security and critical maintenance of the University. These steps will identify critical project work that must be accommodated.

What kind of work is defined as a project?

Projects include any work that affects the mechanical, structural, electrical, electronics, plumbing, HVAC, or aesthetics of a space. The scope ranges from small services to large renovations. Examples of large projects include renovations and complex equipment installations. Examples of small projects include installing whiteboards, adding outlets, and basic equipment installations.

Do you have specific examples of project and non-project RFS work?

See our **Project or Non-Project Matrix**.

What are the criteria to get a project approved?

Project requests must demonstrate a high degree of necessity among other factors. See the **Project Approval Form** for more details.

What criteria are used to prioritize an approved project request?

The executive committee will assess your project's justification as documented on the **Project Approval Form** against other projects from across the University.

How often will the executive committee meet to prioritize approved projects?

The executive committee will meet every 2-4 weeks to prioritize requests.

If my project is approved, how do I know when it will begin?

The list of prioritized projects will be shared with the Deans and VPs after each senior leadership review.

How long will this last?

These steps are in place until further notice. University and FREAS leadership are assessing the long-term effects of the COVID pandemic and will provide further guidance at a later date.

What happens to my existing RFS projects?

Projects already approved or in progress will continue. Projects submitted prior to 9/28/2020 and not started will be removed from the current project list. To be reconsidered, resubmit the request per the new approval process.

How do I get a cost estimate before submitting the Project Approval form?

It is not expected that your submission includes an estimate. The intention of "Provide funding sources and the amount of funds planned for this request," is that the requestor identify the source and amount of funds they have available for the work. This will help PPD provide feedback if the funds tentatively allocated are sufficient to cover the scope of work. An estimate takes time to develop and would need to be prioritized as one of the requests going to senior leadership if required, such as for a Unidel application.

What about requests for non-project work?

The new process doesn't affect non-project work such as movers services, lock shop services, and event support.

How can I get more information?

Contact us at fixit@udel.edu and we'll help you.