UPDATES TO WEBSITES

Administrative Operations
Link https://adminops.tamucc.edu/

Facilities Services
Link https://facilities.tamucc.edu//index.html
# Projects & Construction

## Projects & Construction (PC) Requestor's Dashboard

### Requestor Resources

- **Forms**
  - Project Initiation Request Form
  - Card AGCE/9 and Key Request form

- **External Links**
  - Common HUB Vendors
  - HUB Revising Form
  - Progress Assessment Form
  - Canopy
  - Vandal Buy

### Windows and Links

- Planning & Construction Website
- Audits & Contact Information
- Facilities Request SOP
- Facilities Request Form

## Facilitate Request Workflow

The Administrative Operations department oversees and manages all the Facilities Projects for all TAMUC campuses. Projects are defined as any alteration, new construction, addition to the physical structure, or renovations that require multiple trades regardless of funding source. It requires the approval of the Office of Finance and Administration, the Office of Planning and Space Management, and the Office of Information Technology. Changes of room types, reassessment of space, and IT project requests are also included.

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.

**Phases**
- **Phase 1: Project Work Plan**
- **Phase 2: Facilities Request Form**
- **Phase 3: Facilities Request Details**
- **Change Order Request**
- **Change Order Request**
- **Change Request**

### Project Type/Title

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<tr>
<th>Project Type/Title</th>
<th>Project Summary</th>
<th>% Complete</th>
<th>Project Start Date</th>
<th>Project Finish Date</th>
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### Additional Information

- Summary: The Summary provides an overview of the project, including the project type, scope, and estimated cost.
- Project Notes: Detailed project notes are provided for further information.
- Project Status: The status of the project is updated regularly.
- Project Contacts: Contact information for project-related questions is available.

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THANK YOU!