

Schedule Governing Factors

Priority Categories Ranked Highest to Lowest

- Health and Safety / ADA compliance (typically at start of a semester).
- Instructional Space needs.
- Special Events (spring – summer) / Capital Outlay Reporting (September – October).
- Facility Renovations (budget \$100,000 and up) / Major Maintenance (i.e. asphalt paving, concrete sidewalks, reroofing).
- Office Move - Employee without a workstation or office altogether.
- Office Move - Employee moving space-to-space (has suitable workspace at present location).
- POE Items (non-essential post-construction adds or changes) / Punch Items (corrective work that does not prevent a space from use intended).