

QUICK REFERENCE TOOL

REQUESTING A FACILITIES PROJECT

Request Type	Documents to Be Completed by the Requesting State Agency	Whom Do You Send It To?	What Action Will Be Taken?	Turnaround Time for OFM
Request to relocate, expand, or acquire space that is included the Six-Year Facilities Plan	1) Modified Pre-design Short Form 2) Space Planning Data Form	OFM Facilities Analyst OFM Program Asst	OFM will conduct a review including consultation with GA, the agency, other OFM staff, and FMAT. If approved, Section Three will be completed by OFM and then both documents submitted will be forward to GA and the agencies for follow up.	30 days
Request to relocate, expand, or acquire space that is <u>not</u> included the Six-Year Facilities Plan with normal time parameters	1) Modified Pre-design Long Form 2) Space Planning Data Form	OFM Facilities Analyst OFM Program Asst	OFM will conduct a review including consultation with GA, the agency, other OFM staff, and FMAT. If approved, Section Five will be completed by OFM and then both documents submitted will be forward to GA and the agencies for follow up action.	30 days
Request to relocate, expand, or acquire space that is <u>not</u> included the Six-Year Facilities Plan for a temporary space (less than 12 months)¹	1) Temporary Request Memo	OFM Facilities Analyst OFM Program Asst	OFM will conduct a review including consultation with GA, the agency, other OFM staff, and FMAT. If approved, an approval memo will be provided to the agency and forwarded to GA for follow up action.	15 days
Request to relocate, expand, or acquire space that is <u>not</u> included the Six-Year Facilities Plan for an emergency space ²	1) Emergency Request Memo	OFM Facilities Analyst OFM Program Asst	OFM will conduct a review including consultation with GA, the agency, other OFM staff, and FMAT. If approved, an approval memo will be provided to the agency and forwarded to GA for follow up action.	5 days

¹ In the event the agency requests an extension on a lease acquired under a temporary request beyond the initial period those requests must be approved by OFM.

² An emergency is defined as an unforeseen combination of circumstances or the resulting state that calls for immediate action. The regular termination date on an existing lease does not constitute an emergency.