



PRAIRIE VIEW A&M UNIVERSITY

A Member of the Texas A&M University System

September 27, 2017

OFFICE OF BUSINESS AFFAIRS MEMORANDUM No. FY 18-13

Distributed via Campus Email

To: PVAMU Contractors, Contract Administrators, and Department Heads

From: Corey S. Bradford *Corey*
Senior Vice President for Business Affairs

Re: Maintenance Requests and Building Modification Requests

This notice is to inform affected parties of established processes for requesting building or other maintenance services and to request building modifications.

To request maintenance services, the requesting PVAMU department must submit the request through SSC's Maintenance Connection portal, which is located on the web at https://www.maintenanceconnection.com/mcv18/online/mc_login.htm or contact SSC by phone at X-9703.

Building modification requests, that would require renovation or construction, are to be submitted by PVAMU department personnel to the Campus Planning Department. Requests are to be submitted on the [Space Request Form](#). The form should be used for renovation of space and for requesting any type of space and/or facility not currently allocated to the requesting unit.

Each form sent to the Campus Planning Department must be approved and signed by the responsible Dean, Director or Vice President. The request will be evaluated by the Campus Planning Department in coordination with the Requestor, and recommendation will be forwarded to the Assistant Vice President of Business Services and Senior Vice President Business Affairs for consideration.

Requests for space modifications by Contractors, that occupy space in a PVAMU facility, must be in the form of a written request to the designated PVAMU contract administrator. The contract administrator will seek approval from the department head; and if approved, the designated department staff will submit the request in compliance with established University guidelines.

Under no conditions is space to be modified, prior to receiving required University approvals.

For additional information regarding facility maintenance or building modifications, please review guidelines provided on the Campus Planning webpage at <http://www.pvamu.edu/bsrv/campusplanningspacemanagement/overview-of-services/> or contact a representative by phone at 936-261-2210. Thank you in advance for assisting us to better serve you by adhering to university guidelines.