



Renovation requests - using our electronic Project Inquiry Form (e-PIF)

Below is a workflow outline of our project process. It begins with a Customer (*defined as any staff member or faculty of Liberty University, LCA, or TRBC*) submitting a renovation request via our electronic Project Inquiry Form. Every e-PIF goes through a 3 Phase Process – **(1) Initiation (2) Funding (3) Construction**. If you have any questions or need assistance, please feel free to contact us @ PIF.Facilities.Mgmt@liberty.edu or (434) 582-8534.

Important notes

- * Students and student workers do not have security access and cannot submit a renovation request.
- * There are various staging queues within our process. Each queue is impacted by queue times, which are unintended delays that occur prior to a stage in the indicated workflow and are affected by staffing, executive priorities, other LU projects, current construction market saturation, and unexpected circumstances.

Phase 1 - Initiation

Customer (your role)

You create and submit an e-PIF, which routes to your department director and department executive for their review and approval. Once approved, the e-PIF routes to the Facilities Management queue.

Facilities Management (our role)

We review and assign the e-PIF to the appropriate Facilities Management department, which works with you to create a design. Once a design is finalized, we create and submit a budget estimate to you via e-PIF.

Phase 2 - Funding

Customer (your role)

You utilize the online Finance tool (BAT – Budget Adjustment Tool) to create a financial request for the Budget Estimate amount. Once this request is finalized and approved, the Financial Planning & Budgeting office completes the funding process.

Facilities Management (our role)

We receive finalized funding from the Financial Planning & Budgeting office via the BAT and the e-PIF advances into the Construction queue. We then assign a Project Manager, who will create a mutually agreed upon construction timeline.

Phase 3 - Construction

Customer (your role)

You help us create a construction timeline that works with your schedule and meets your expectations. As construction nears completion, you and the Project Manager review any remaining items that need completed (*referred to as a punch list*) before the project is finalized.

Facilities Management (our role)

We order material, mobilize contractors and begin construction. As construction nears completion, the Project Manager creates a punch list of remaining items that need to be completed. Once these items are finished, the project will be closed and marked complete.