

## Franklin College Small Renovation and Remodeling Requests

Franklin College will consider Small Renovation and Remodeling requests for fiscal year 2019 (current fiscal year) if funds are available. SRR projects are equal to or less than \$40,000.00.

1. A cover letter describing the project, a thorough justification of why this project is needed, and the purpose for which the renovated space will be used.
2. A current estimate. Any estimate that is older than one year is generally no longer accurate and MUST be updated.
3. If needed, approval from the Central Space and Provost's office. For certain classes of projects, their approval will be needed. The rules and procedures for this will be posted when they are announced.

The deadline for these requests to the College will be Monday, December 10, 2018. All requests are to be delivered via campus mail or via email to: Leslie F. Morrow, 300 Old College or [lmorrow@uga.edu](mailto:lmorrow@uga.edu).