

DCFS Guidelines Approval Process **00.00.05**

The DCFS is considered by all of the UMD community as a distinctive design and construction guideline. The development of the information contained, is viewed as: 1) criteria for basis of design, 2) minimal baseline reference information from which related design professionals may complete contracted design and construction projects for the University of Maryland and other designed UMD campuses. As such, any modifications to information contained in the manual is required to be formally reviewed and approved by UMD in order to act on. The process below lists the necessary steps required to complete to achieve approval.

Order of Process:

- 1) **Requestor Completes Change Request Form** - Requestor completes Change Request Form with language describing the proposed change. All information, under the three headings, must be provided in order for the review process to begin.
- 2) **Requestor Submits Change Request to Department Director**
The Director evaluates the Request based on FM policy and cost. The Director must approve the Change
- 3) **Department Director Submits Change Request to DCFS Coordinator**
The DCFS Coordinator assesses the completeness of the Change Request and coordinates technical review performed by the General Subcommittee. Resolution of comments is required prior to presentation to the Executive Committee.
- 4) **Executive Committee Review**
The DCFS Coordinator presents proposed change for final review and approval.
- 5) **Approval and Incorporation into DCFS**
Upon approval by the Executive Committee the change is incorporated into the DCFS. Notification is issued to FM and Procurement. The publication date is coordinated with other updates and with FM IT for posting on the website.

*Supplemental updates may be posted between primary yearly updates.