



Campus Beautification Project Procedures Guidelines

When proposing a project to Facilities Council:

1. Submit required documentation and approvals as stated on the Facilities Council Project Procedures form.
2. Submit documentation to AI Alt, Vice President of College & Administrative Services two weeks prior to the Facilities Council Meeting.
3. The project will be presented to the Council by AI Alt for a first reading.
Note: Presence of the project requestor at the Facilities Council meeting for the first reading is strongly recommended in order to answer any questions or concerns from the Council that may arise.
4. The project will be presented to the Council for a second reading prior to being approved or denied.