

Prioritization Period	Weekday	Important Dates	Requestor	Dean's / Vice Chancellor's Delegate	Facilities Services
Winter 2020					
	Friday	Oct 25, 2019			COMMUNICATION: Reminder Email sent to Delegate to submit project requests for Winter 2020.
	Monday	Nov 04, 2019	DEADLINE: Last Day to submit minor renovation Project Requests online to be submitted for prioritization by Org Leadership.		
		Nov 4 - Nov 22, 2019			MEETING: Scheduled one-on-one meetings with Delegate and FS representatives to review scope of existing project requests.
	Monday	Dec 02, 2019		DEADLINE: Last Day to submit prioritized list of minor renovation projects by Delegate to begin work in Winter 2020. All un-prioritized projects will remain on HOLD until next prioritization period.	
	Friday	Jan 03, 2020			UPDATE: Work begins on prioritized projects.
	Saturday	Jan 04, 2020		First Day of Class	
Prioritization Period	Weekday	Important Dates	Requestor	Dean's / Vice Chancellor's Delegate	Facilities Services
Spring 2020					
	Friday	Jan 17, 2020			COMMUNICATION: Reminder Email sent to Delegate to submit project requests for Spring 2020.
	Monday	Feb 03, 2020	DEADLINE: Last Day to submit minor renovation Project Requests online to be submitted for prioritization by Org Leadership.		
		Feb 03 - Feb 14, 2020			MEETING: Scheduled one-on-one meetings with Delegate and FS representatives to review scope of existing project requests.
	Monday	Mar 02, 2020		DEADLINE: Last Day to submit prioritized list of minor renovation projects by Delegate to begin work in Spring 2020. All un-prioritized projects will remain on HOLD until next prioritization period.	
	Monday	Mar 23, 2020			UPDATE: Work begins on prioritized projects.
	Friday	Mar 27, 2020		First Day of Class	
Prioritization Period	Weekday	Important Dates	Requestor	Dean's / Vice Chancellor's Delegate	Facilities Services
Summer 2020					
	Friday	Apr 17, 2020			COMMUNICATION: Reminder Email sent to Delegate to submit project requests for Summer 2019.
	Monday	Apr 27, 2020	DEADLINE: Last Day to submit minor renovation Project Requests online to be submitted for prioritization by Org Leadership.		
		Apr 27 - May 15, 2020			MEETING: Scheduled one-on-one meetings with Delegate and FS representatives to review scope of existing project requests.
	Monday	May 25, 2020		DEADLINE: Last Day to submit prioritized list of minor renovation projects by Delegate to begin work in Summer 2020. All un-prioritized projects will remain on HOLD until next prioritization period.	
	Monday	Jun 22, 2020		First Day of Class	
	Wednesday	Jul 01, 2020			UPDATE: Work begins on prioritized projects.

Prioritization Period	Weekday	Important Dates	Requestor	Dean's / Vice Chancellor's Delegate	Facilities Services
Fall 2020					
	Friday	Jul 17, 2020			COMMUNICATION: Reminder Email sent to Delegate to submit project requests for Fall 2020.
	Monday	Aug 03, 2020	DEADLINE: Last Day to submit minor renovation Project Requests online to be submitted for prioritization by Org Leadership.		
		Aug 3 - 14, 2020			MEETING: Scheduled one-on-one meetings with Delegate and FS representatives to review scope of existing project requests.
	Monday	Aug 31, 2020		DEADLINE: Last Day to submit prioritized list of minor renovation projects by Delegate to begin work in Fall 2020. All un-prioritized projects will remain on HOLD until next prioritization period.	
	Monday	Sep 28, 2020			UPDATE: Work begins on prioritized projects.
	Thursday	Oct 01, 2020		First Day of Class	
Prioritization Period	Weekday	Important Dates	Requestor	Dean's / Vice Chancellor's Delegate	Facilities Services
Winter 2021					
	Friday	Oct 23, 2020			COMMUNICATION: Reminder Email sent to Delegate to submit project requests for Winter 2021.
	Monday	Nov 09, 2020	DEADLINE: Last Day to submit minor renovation Project Requests online to be submitted for prioritization by Org Leadership.		
		Nov 9 - 25, 2020			MEETING: Scheduled one-on-one meetings with Delegate and FS representatives to review scope of existing project requests.
	Monday	Dec 07, 2020		DEADLINE: Last Day to submit prioritized list of minor renovation projects by Delegate to begin work in Winter 2021. All un-prioritized projects will remain on HOLD until next prioritization period.	
	Monday	Jan 04, 2021			UPDATE: Work begins on prioritized projects.
				First Day of Class	
Prioritization Period	Weekday	Important Dates	Requestor	Dean's / Vice Chancellor's Delegate	Facilities Services
Spring 2021					
	Friday	Jan 15, 2021			COMMUNICATION: Reminder Email sent to Delegate to submit project requests for Spring 2021.
	Monday	Jan 25, 2021	DEADLINE: Last Day to submit minor renovation Project Requests online to be submitted for prioritization by Org Leadership.		
		Jan 25 - Feb 12, 2021			MEETING: Scheduled one-on-one meetings with Delegate and FS representatives to review scope of existing project requests.
	Monday	Feb 22, 2021		DEADLINE: Last Day to submit prioritized list of minor renovation projects by Delegate to begin work in Spring 2021. All un-prioritized projects will remain on HOLD until next prioritization period.	
	Wednesday	Mar 24, 2021			UPDATE: Work begins on prioritized projects.
	Friday	Mar 26, 2021		First Day of Class	

Prioritization Period	Weekday	Important Dates	Requestor	Dean's / Vice Chancellor's Delegate	Facilities Services
Summer 2021					
	Friday	Apr 16, 2021			COMMUNICATION: Reminder Email sent to Delegate to submit project requests for Summer 2021.
	Monday	Apr 26, 2021	DEADLINE: Last Day to submit minor renovation Project Requests online to be submitted for prioritization by Org Leadership.		
		Apr 26 - May 14, 2021			MEETING: Scheduled one-on-one meetings with Delegate and FS representatives to review scope of existing project requests.
	Tuesday	May 25, 2021		DEADLINE: Last Day to submit prioritized list of minor renovation projects by Delegate to begin work in Summer 2021. All un-prioritized projects will remain on HOLD until next prioritization period.	
	Monday	Jun 21, 2021		First Day of Class	
	Thursday	Jul 01, 2021			UPDATE: Work begins on prioritized projects.