

Phase I/Phase II Projects:

After selecting **Revise Scope** as the primary request type or as an additional Request Type on the Request Type tab, the **Revise Scope** tab appears in the header.

The first time clicking on this tab you will need to select **Revise Scope (Project)** to display the table to be completed for the Request Type.

Request Type*

Additional Costs / (Savings)

General Information

Renovation

Revise Scope (Project)

Notes/Documents

Approvals

Request Type: Phase II Increase | Department of Administration | Columbia Mills Building - SCCRR & MM Gist Gallery Renovation

Created By: JLLOPRESTI

Status: In-Progress

8/7/2026 10:32:07 AM

Revise Scope (Project)

Request Number

175-3

Revise Scope (Project)

Status

In-Progress

Answer the below questions.

Revise Scope

For projects involving multiple buildings, combine the impacted square footage of all buildings to determine the total affected square footage.

Does this request result in a change to the building square footage associated with the project?

Will this scope revision request add additional work to the established project?

Will this scope revision request remove work from the established project?

If the answer is yes, the fillable field is displayed and must be completed.

Does this request result in a change to the building square footage associated with the project?

Yes

Provide the total original square footage currently included in the project.

Provide the revised total square footage included in the project.

Percent of square footage change (Calculation in %)

If the answer is no, there is no further information needed.

Does this request result in a change to the building square footage associated with the project?

No

If the answer is yes, the fillable field is displayed and must be completed.

Will this scope revision request add additional work to the established project?

Yes

Describe the additional work to be added to the project scope and why it is needed.

If the answer is no, there is no further information needed.

Will this scope revision request add additional work to the established project?

No

If the answer is yes, the fillable field is displayed and must be completed.

Will this scope revision request remove work from the established project?

Yes

Describe the additional work to be removed from the project scope and why it is being removed.

If the answer is no, there is no further information needed.

Will this scope revision request remove work from the established project?

No

Once fully complete, click

Submit

. All changes will be saved on the Revise Scope tab.