

1 CONCEPT

STEP 1: REQUEST PROJECT

REQUESTER:

1. Phone call/online request
2. Project justification
3. Designate Capital Project Coordinator

FMS:

1. Project Manager and P&D Job Captain assigned

STEP 2: PLAN

REQUESTER:

1. Identify project objective
2. Establish priorities
3. Engage necessary faculty, staff, and Dean

FMS:

1. Develop program/scope
2. Develop budget estimates
3. Complete Request for Concept Approval form
4. Develop project summary
5. Develop support graphic

2 DOCUMENTATION

DESIGN

- Step 1: Consultant Selection
- Step 2: Program Verification
- Step 3: Schematic Design
- Step 4: Design Development
- Step 5: Construction Documents

REQUESTER:

1. Allocate consultant funding, when needed
2. Provide feedback at each design phase
3. Review and sign off on all design deliverables at each phase
4. Sign off on budget and schedule

FMS:

1. Engage outside A/E firms (if needed)
2. Review program needs
3. Review and sign off on all design deliverables at each phase
4. Provide progress updates
5. Provide budget and schedule updates
6. Complete Request for Funding form

3 CONSTRUCTION

STEP 1: BID

REQUESTER:

1. Attend kickoff meeting with contractor (optional)

FMS:

1. Solicit requests for proposal from contractors
2. Schedule kickoff meeting with selected contractor

STEP 2: CONSTRUCT

REQUESTER:

1. Coordinate with HUB/postal services for mail re-routing
2. Assist FMS with coordination of:
 - ITS: phones/printers
 - Lockshop/Public Safety: key and card access
 - Sign Shop: offices, vinyl graphics

FMS:

1. Site meetings
2. Construction admin and coordination
3. Assist Requester with coordination of:
 - ITS: phones/printers
 - Lockshop/Public Safety: key and card access
 - Sign Shop: offices, vinyl graphics
4. Punchlist

4 OCCUPANCY

STEP 1: OCCUPY

REQUESTER:

1. Repopulate project area

FMS:

1. Coordinate movers
2. Close project

STEP 2: MAINTAIN

REQUESTER:

1. Submit work orders as repairs are needed

FMS:

1. Address work orders as they come into system

CONCEPT APPROVAL NEEDED

REQUESTER:

1. Submit project to Dean/Division Head
2. Dean/Division Head advocate in Budget Hearing for:
 - a. Approval of concept to move forward
 - b. Allocation of capital funds within budget

FMS:

- Submit Request for Concept Approval form and supporting graphics to:
1. Associate VP of Facilities Management (project budget of \$20,000 or less), or
 2. Senior VP of Finance & Administration (project budget greater than \$20,000)

FUNDING TRANSFER TO PROJECT NEEDED

REQUESTER:

1. Gain administrative approval for allocated project funds to be transferred to project

FMS:

- Submit Request for Funding form to Associate VP of Facilities Management for approval by VP of F&A