CONSTRUCTION AND PROJECT MANAGEMENT

Responsibilities
The Construction and Project Management division of Facilities Management is responsible for the execution of campus renovations and construction related projects. Consisting of both compressive in-house construction trade shops and a project management office staffed with experienced construction management professionals, the Construction and Project Management section oversees projects from small office renovations to major capital improvement projects.

Facilities Management strives to provide a customer oriented approach to project execution along with excellent quality service and customer requirements based results. Communication with the customer is paramount to addressing issues quickly and resolving problems in a manner that allows our customer to meet the mission of the University. To this end, staff of the project management office act as project managers and are the primary liaison between Facilities Management and our clients once construction has begun. Project managers are key to the success of our projects.

Prioritization of Projects
Facilities Management has a priority system that is used to assist us in determining the prioritization of projects. Priority status for work orders must be formally requested, in writing, at the initiation of a work order by either a Dean or a Vice President. Each Dean and Vice President may assign a priority rating of 01 to 04 for any work order being conducted for his or her area of responsibility. Each eligible delegator may only have one project in each priority category.

Ranking of priorities:

- 01: This is the highest priority; projects must be urgent and critical to the mission of our institution;
- 02: Dean or Vice President’s 2nd priority;
- 03: Dean or Vice President’s 3rd priority;
- 04: Dean or Vice President’s 4th priority; and,
- **Z**: These projects are standard priority.

Projects are to be pursued diligently once the project has been started. Once a project begins, whether it is a Priority 01 or a Priority Z, it will be pursued to completion with the same level of diligence.

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**Project Process**

Every project, regardless of size, is implemented using the following process:

**Project Initiation:**

- Department end user submits a [Service Request](#) for project services;

- The [Service Request](#) is authorized by the departmental PID approver;

- Once approved, a work order is generated and a designer is assigned; and,

- Work orders are completed on a priority basis. Deans or Vice Presidents may request that a project be assigned as their priority 01, 02, 03 or 04. All other work orders are processed as standard priority (Z).

**Design Process:**

- The department provides preliminary project requirements on the [Service Request](#) form;

- Design and Engineering begins;

- It is very important the department establish and communicate a desired project budget at the beginning of the design phase so that appropriate design decisions can be made; and,

- Construction documents are prepared and sent to the department for review.
Approvals and Estimate:

- The department reviews and approves the completed project drawings;
- A written cost estimate is prepared and sent to the department for approval;
- Should the estimate be over your budget, the Facilities team is available to assist the department in adjusting scope or evaluating other project modifications to reduce cost; and,
- Upon estimate approval, project funds will be encumbered and project will be sent to construction.

Construction:

- A Construction Project Manager is assigned and will coordinate the execution of the project;
- A written schedule will be prepared and bidding and procurement will begin. Note that certain materials have extended procurement times. Your project manager will coordinate project activities with the designated departmental contact; and,
- Construction will begin as soon as possible.

Project Closeout:

- Upon completion of the work, an inspector will walk though your project with you to document any deficiencies or punch list items;
- Punch list items will be corrected;
- Occupancy may occur as soon as all significant punch list items have been corrected and a substantial completion form has been approved; and,
- A client satisfaction survey will be provided. We value your input.
Warranty Service:

- All construction projects are covered by a standard contractor's warranty for construction related defects for one year;
- The warranty starts on the date of substantial completion; and,
- Contact the Work Control Center for warranty service at 7-2880.