

SUBJECT: FACILITIES MANAGEMENT	Effective Date: 2-8-21	Policy Number: 4.2.6
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This policy excludes installation, maintenance and operations of specialized systems (i.e. information technology, life safety, etc.) where authority has been delegated to a specific unit or department for oversight of specialized systems. This exclusion applies only to instances where scope of work does not impede upon or impact any other components within the building or surrounding area outside of delegated authority.

#### RESPONSIBILITIES:

- University Space Committee
  - Responsible for reviewing all proposals and plans for space requests. This includes existing space, new space, proposed leased space for university use or leasing of university space to non-university group or individual.
  
- Campus Planning and Budgeting
  - Planning, programming and budgeting for Fixed Capital Outlay projects at the threshold as established by the BOG policies.
  - Coordinating the process of University master planning, including plan updates.
  - Serving as the university liaison with host communities on master planning efforts.
  - Coordinating the selection of professional service consultants for major and minor projects, including continuing services contracts.
  - Planning of large scale facility-related projects.
  - Processing of utilities billing and chargeback for non E&G occupied space.
  
- Design & Construction Services / Space Utilization (DCS/SUA)
  - Overseeing the design and construction services of major and minor projects.
  - Renovating and remodeling of all minor projects within the University's owned or controlled buildings, including adding or modifying classrooms, labs, adding or removing walls, and installing specialized equipment.
  - Managing physical space inventory, including architectural floor plans.
  - Conducting ongoing facility space audits, including Educational Plant Survey, in collaboration with with colleges and units as appropriate.
  - Overseeing the approval of interior/exterior permanent/temporary signage.
  - Processing of all Facilities Use Requests.
  - Facilitating review and approval of all space requests and proposed plans by the University Space Committee in accordance with the Use of University Facilities policy

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POLICY APPROVAL  
(For use by the Office of the President)

Policy Number:   4.3  

Initiating Authority

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: Stacy Volnick

Policies and Procedures

Review Committee Chair

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: Elizabeth Rubin

President

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: Dr. John Kelly

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Executed signature pages are available in the Office of Compliance