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Facilities Renovation/Cost Estimate Requests Policy

Responsible Office: Facilities Planning Office

Originally Issued: January 1976

Revised: October 1989

Purpose

To provide a procedure for obtaining facilities renovation and cost estimate requests.

Definition

Renovations are considered to be any alterations of the physical characteristics of facilities other than routine maintenance and minor changes to fixtures and surfaces.

Policy

Renovations must be approved by the President.

Approved projects which are determined to be within the capabilities of institution's internal work force and can be completed within the constraints of time, may be assigned to the Hospital and Clinics Renovation Crew. The project costs of renovations performed internally will include actual labor and supervision costs plus the actual costs of supplies, materials and equipment. All other projects will be processed through normal bidding procedures with construction contractors.

Requests for authorization of renovations and renovation cost estimates must first be approved by an administrator reporting to the President.

Renovation Cost Estimates

1. The appropriate Vice President, Dean or Hospital Executive Director must approve the renovation concept before the cost estimate is requested.
2. The cost estimate of proposed renovations must be prepared by Facilities Planning.

Renovation Requests

1. All Renovation Requests will be handled through the office of Facilities Planning to permit coordinating approval of the requests by the Vice President for Administration and the President.
2. If the renovation costs (materials and labor) are payable through grant funds, approval by the Director of Research Administration is necessary.
3. Requests will be assigned institutional priorities. Procedures may be established within the various Colleges/Divisions to expedite the use of these general policies.

Assistance in preparing the requests may be obtained through the Office of Facilities Planning.

Procedure

Requestor

1. Prepare GHSU [Renovation/Cost Estimate Request Form](#) and transmit, together with any explanatory attachments, to the Department

Chairman/Division Directors.

Department Chairman/Division Director

2. Indicate approval of request for Renovation/Cost Estimate and assign a priority for this request in relation to similar requests within area of responsibility, and forward to the Hospital Executive Director (for GHSU Hospital and Clinics renovations only) or to the appropriate Vice President/Dean (for all other renovations).

Vice President/Dean/Hospital Exec. Director

3. Indicate approval of request for cost estimate and assign a priority for this request in relation to similar requests within area of responsibility, and transmit form and explanatory attachments to the Office of Facilities Planning.

Office of Facilities Planning

4. Acknowledge receipt of Renovation/Cost Estimate Requests and under guidance of the Vice President for Administration and/or the Hospital Executive Director assign priority. Consult with requestor and prepare any additional narrative needed. Forward copies to building coordinator for information dissemination within the building proper.

5. Receive Renovation/Cost Estimate Request and take the following action:

- a. Schedule according to priority assigned.
- b. Meet with Requestor to determine detail requirements of renovation program.
- c. Prepare preliminary plans based on detail program requirements of Requestor.
- d. Obtain Requestor's approval of preliminary plans. Approval should be indicated by the Requestor's signature on one copy of the plans.
- e. Make cost estimate based on approved preliminary plans and return Renovation/Cost Estimate Request form to Requestor.

Requestor

6. Transmit Renovation/Cost Estimate Request (now indicating cost estimate), together with any explanatory attachments, to Department Chairman/ Division Director for Renovation Request Approval.

Department Chairman/Division Director

7. Indicate approval and send the request to the Hospital Executive Director (for hospital and clinics renovations only) or to appropriate Vice President/Dean (for all other renovations).

Vice President/Dean/Hospital Exec. Director

8. Indicate approval and send the request to the Office of Facilities Planning for review and further processing.

Office of Facilities Planning

9. Transmit request to (1) the Vice President for Administration for funding approval and (2) the President for final approval.

10. After obtaining approval of the President, send request to the Vice President for Administration for funding designation. Continue project status information flow to building tenants thru building coordinator.

11. Schedule preparation of construction plans and specifications according to priority assigned.

12. Prepare construction plans and specifications, working with the Requestor on details.

13. Obtain Requestor's approval of construction plans and specifications. Approval should be indicated by the Requestor's signature on one copy of the plans.

14. Review the scope of work to be performed and the period of time estimated to complete the work.

15. Determine if renovation can be completed by the Renovations Crew or must be awarded to an outside contractor. Obtain a construction completion date, after receipt of bids on outside contracts and after receipt of plans and specifications by Renovations Manager on projects constructed by the Hospital and Clinics Renovations Crew.

a. Renovation Crew The charges to the account identified will include actual in-house labor and supervision costs and actual cost of supplies, materials and equipment.

b. Outside Contractor The charges to the account identified will be the bid proposal of the selected contractor plus any approved change orders.

16. Notify the requestor and appropriate Vice President/Dean or Hospital Executive Director and appropriate Building Coordinator of the scheduled completion date as well as any later changes in status.

17. Inspect construction to insure compliance with plans and specifications. No changes will be made without receipt of approved written change orders.

18. Notify the Requestor and appropriate Vice President/Dean or Hospital Executive Director and Building Coordinator of renovation completion for occupancy.

NOTE: [Exhibits II](#) and [III](#) graphically illustrate the facilities renovation approval, design and construction process for the campus and hospital, respectively.

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