

Applies to: CRDM Committee & Process
Effective: January 25, 2012
Update: April 2013

BACKGROUND

Plant Operations historically receives an annual budget of approximately \$14 million from HEAF to finance CRDM Projects. Monies are usually received in September of each fiscal year. These funds are held in a central account and are allocated on a project-by-project basis. Projects identified as CRDM are to be used for emergencies, building maintenance or minor renovations. CRDM funds are used for maintenance and repairs to public areas of buildings and grounds and include but are not limited to repairing HVAC systems, plumbing systems, electrical systems, elevators, fire alarms, roofs, window replacements, masonry work, painting, plazas, road/sidewalk repair, etc.

CRDM funds cannot be used for non- university properties, maintenance or custodial contracts, equipment purchase or rental, software, auxiliaries, travel or training. Exceptions will be reviewed on a case by case basis. To test whether a project meets CRDM criteria, ask the following questions:

1. Is this a replacement that serves the same or similar purpose? (yes)
 2. Is this needed to make the rest of the building and/or system function? (yes)
 3. Can you stop after demolition? (no)
 4. Will it become a permanent part of the building or grounds? (yes)
- An example that would meet these criteria would be a Chiller Replacement.
Priority will be given to those projects that address CRDM as well as help support energy/sustainability, safety and academic goals of the university.

Annual projects (i.e., painting, floor covering, condensate repair, pool classrooms) will be funded from CRDM funds, as well as reserving funding contingency for unforeseen/emergency projects. All projects should go through the project approval process.

Typically CRDM Projects have a budget between \$5,000 and \$500,000, with individual items of work being <\$50,000.

COMMITTEE

The planning committee will meet bi-monthly and may schedule an extended planning session as well as an annual planning meeting. The Annual planning meetings, will replace the bi-monthly meeting during those time periods (if applicable).

The planning committee consists of the following members:

1. Executive Director, Facilities Management (FM)
2. Executive Director, Facilities Planning and Construction (FPC)
3. Asst. VP, Public Safety Director of Planning
4. Director of Facilities Information (FPC)
5. Director of Utilities, Facilities Operations & Maintenance (FM)
6. DBA, Plant Operations (administrative management of process and accounting)
7. CRDM Committee Coordinator

8. Director of Core Research Facilities
9. Executive Director, IT Technical Services & Support
10. Registration and Academic Record Representative
11. Sr. VC/VP Academic Affairs/Provost
12. Faculty Representative

ANNUAL PLANNING PROCESS

1. There will be an annual planning process where projects can be submitted for plan consideration. The projects must address renewal or deferred maintenance needs in order to be considered, other criteria for project consideration is listed below. Emergency projects can be considered throughout the year and the committee may choose to readjust priorities during the quarterly planning meetings as university needs dictate. All plan decisions, meeting minutes and annual plans will be posted on the Plant Operations Capital Plan Website and visible to the campus community.
2. Projects that are to be considered for the annual process, as well as those that are identified throughout the year may be submitted to executive leadership for review and consideration.
http://www.uh.edu/plantops/about-us/committees/crdm/CRDM_Project_Request_Form.pdf. These requests must contain a project description, justification, scope, detailed estimate, and appropriate signatures.
 - a. The estimate needs to include the cost of purchased materials and services (including design fees), the cost of in-house shop labor billed to an earnings account, and a 3% project management fee, as well as a planning contingency as applicable to the project.
 - b. Projects requested by Plant Operations require the approval of the requesting area Director and applicable Executive Director.
 - c. Projects identified in the Building Audit process are entered into Intake and will be reviewed by the CRDM Committee as appropriate during the annual planning process.
 - d. Non-Plant operations projects may be considered in the Annual Review process if related to renewal of building systems, research, safety, code, environmental issues and business continuity if submitted through the Office of the Provost or AVP Public Safety representative.
 - i. Additional consideration will be given to projects with college/departmental contributions.
 - ii. All requests will require College /Division Business Administrator approval on the Project Funding Request Form.
 - e. Projects that are approved will be communicated to the submitting department through their committee representative and the requester will receive an approved project funding request form. This form will be used to initiate the project with the Minor and Planned Projects Area.

- f. Projects that are not approved for CRDM funding will be held for annual re-evaluation.
- g. Once funding is transferred from the State to the CRDM central account, determination is made on how much is to be used for identified project funding and how much is kept in reserve for emergencies and miscellaneous projects, i.e., energy.
- h. Allocation of the emergency and maintenance reserve funding is done as projects are approved.
- i. A portion of funding may, at the discretion of the committee, also be held for allocation to maintenance, energy efficiency, safety or business continuity projects.

EMERGENCY, RESERVES AND QUARTERLY REQUESTS

- 1. Emergency requests may be submitted for consideration throughout the year. If the project is an emergency it may be approved from the emergency reserve funding by either the CRDM Committee Chair or through committee vote.
- 2. Emergency project approved between meetings will be reported and adjustments made to reserves. Funding requests greater than \$50K will be posted to CRDM website.
- 3. If the project is not an emergency, the off cycle funding request form is placed in a pending file for consideration during the next quarterly funding cycle placed in the queue to be reconsidered during the Annual review process.
- 4. A priority list of all identified projects is developed from the Operations, Utilities, Facilities Planning and Construction lists and updated quarterly. A maintenance reserve will be planned for annually and projects will be approved out of this reserve.

PROJECT NUMBER ASSIGNMENTS, FUND TRANSFERS AND REPORTING

- 1. A Request for Project form is sent to Plant Operations Business Services via Project Management System and a new cost center will be created in PeopleSoft.
- 2. Once the project is entered into the project management system and approved, it will be assigned a project number by the CRDM Coordinator. The project numbering system will be as follows: FY10-0001
- 3. The Project Data Sheet and the signed request form are filed with the fiscal year funded projects.
- 4. A copy of the approved paperwork is sent to the requestor, the Executive Director of FM, as the CRDM Chair. This copy is a scanned document saved by Project Title and Project Number as the name of the document. This is kept as part of the electronic paper record.
- 5. An e-mail notification of approved projects is sent to the appropriate supervisor and project team.

6. The CRDM funded projects spreadsheet is updated for the monthly and annual planning meetings.
7. As individual projects evolve from either the maintenance or emergency reserve, they will be funded as projects and the reserve allocation reduced or the authorized project dollar amount transferred to the applicable project cost center. This will be managed by the CRDM Coordinator.
8. Project management assignment will be determined after review of current workload by the workload review team during the FM MPP weekly triage meetings.
9. Once a project manager is assigned, he/she will also receive a scanned copy of the project materials to date.
10. Once the project is activated in the Financial System, a Contract and/or Purchase Request can be written for the project.
 - a. A letterhead quote needs to accompany contracts/purchase requests, if applicable.
 - b. The contract/purchase request is approved by the project manager, Principal, Applicable Director, Executive Director, as appropriate.
 - c. Contracts Administration reviews for compliance.
 - d. Finance reviews the chartfield information and enters the contract into the Project Management System
 - e. The appropriate Director approves all Contracts/Purchase Request according to current signature authority authorizations.
 - f. Purchase Requests are sent to Procurement for processing and contracts are sent to Finance for encumbrance.
11. Projects must be planned with contingency dollars so that they do not go into deficit. Once the project is properly closed any remaining funds will be transferred back into the reserve pool for quarterly review and redistribution.
 - a. If additional funds are needed, a supplemental request must come before the committee and be scheduled for presentation by the Project Manager to the committee prior to additional funds being authorized.
12. Once the project is complete, the project manager notifies the CRDM Coordinator by submitting a Project Closeout Form, the project is closed, and any remaining funds are returned to the central account to be reallocated at the quarterly meeting.
 - a. A project balance list will be sent to the CRDM committee members 7 days before the regularly scheduled meetings.
 - b. The committee will produce and publish an annual report of expenditures, projects and CRDM benefits at the end of each fiscal year.