

**POLICY:**

Issued: November 15, 2010

**PURPOSE:**

To define and differentiate the project assignments of Facilities Management, and Facilities, Planning & Construction.

**DEFINITIONS:**

- a. Capital Renewal Funding
- b. College Local Funds
- c. Executive Management
- d. Project Request Form
- e. University's Capital Planning Process

**POLICY GUIDELINES:**

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**Plant Operations**

This organization comprising of Facilities Planning & Construction and Facilities Management manages the process for planning, design and construction of all campus structures, landscapes and infrastructure. Projects are initiated through Planning, implemented by FPC or FM and then transitioned to operations (FM).

**Facilities Management (FM)**

This department within Plant Ops manages all projects and renovations under \$4M. FM also handle projects that involve routine renewal (HVAC systems, roofs, parking lots, exterior maintenance). These projects are usually funded by College Local Funds or Capital Renewal Funding. The majority of the project requests in this area are driven by the campus user and submitted through the departments work management system, or through issues related to the facilities that are self-identified by Facilities Management planned maintenance activities.

**Facilities Planning and Construction (FPC)**

This department within Plant Operations handles all projects over \$4M and all new construction on campus as well as for the system campuses. The projects that are assigned to this area must be initiated by a Project Request Form which must be submitted for funding allocations for all academic units. Project approvals are determined by academic priority, which aligns facility conditions, functional adequacy, building reuse opportunities, academic needs, and priorities and available funds. The planning process promotes sustainability and stewardship and encourages more efficient use of space and enhanced interdisciplinary opportunities. All projects submitted to FPC must have prior approval through the University's Capital Planning Process. FPC may manage projects under \$4M where; technical complexity is significant, are components of prior new construction warranty management issues, or at the discretion of the Executive Directors of Facilities Management.

**Types of Projects Managed by the Teams (Typical)**

**Facilities Management**

- Repair and Renovations: Includes work such as painting, carpeting, adding, removing or moving walls; and adding or removing utilities in space that is already existing.
- Signage: Interior, exterior, commemorative plaques, building directories or studies.
- Planned Maintenance Projects: Projects planned to ensure the ongoing maintenance and business continuity of the university.

**Facilities Planning and Construction:**

- Capital Plan Projects: Projects approved in the university Capital Plan, or by Executive Management.
- Space Request: For new, additional or replacement space or to relinquish current assigned space based on assignable square feet (ASF). This could include on and off campus space, space owned by UH, and/or space owned by non-UH entities. Renovation requests for the applicable space may be managed separately.

**Projects that can be assigned to either Project Unit:**

- Cost Estimates: An estimate of the cost of any construction work or renovation related to existing space. The completion of a cost estimate does not guarantee or imply project approval.
- Study request: For any type of study, such as feasibility study for a building renovation or new facility, an engineering/technical study, a physical planning study, land use or study of a physical campus issue.

A full overview of the project process can be found at [www.uh.edu/plantops/projdel/](http://www.uh.edu/plantops/projdel/)