HSC OP: 61.12, Reporting Minor Construction and Renovation Information by TTUHSC

PURPOSE: The purpose of this Operating Policy/Procedure (OP) is to establish a process and framework for communicating project information between Texas Tech University Health Sciences Center (TTUHSC) Office of Facilities and Safety Services (OFSS) and Texas Tech University System (TTUS) Office of Facilities Planning and Construction (FP&C). This HSC OP is intended to ensure that project information related to the minor construction projects managed by the OFSS are communicated to the Office of FP&C for inclusion in its database pursuant to Section 08.01.4.b, Regents Rules.

REVIEW: This HSC OP will be reviewed in April of even numbered years (ENY) by the Vice President for Facilities and Safety Services.

POLICY/PROCEDURE

1. General
   a. FP&C manages construction projects that exceed $2 million for new construction or renovation. The OFSS manages construction projects less than $2 million for new construction or renovation.
   b. FP&C maintains a database of projects managed by its office and projects exceeding $500,000 managed by the institution’s Planning, Design and Construction group under the Facilities and Safety Services Division.

2. Responsibilities
   a. On a quarterly basis, OFSS should provide a report to FP&C. The report framework should include the project name, projected start and completion date, general scope, campus location and estimated total project cost of new minor construction and repair and rehabilitation projects. (See Attachment A for example report). Once a project is completed, it will no longer be included on the report.
   b. Minor construction and repair and renovation projects with a budget of $500,000 or less do not need to be included on the report.
   c. Only projects related to facility repairs, construction, or renovation managed by the OFSS will be reported. Routine maintenance projects do not need to be included on the report.
   d. The project report of all projects underway within the TTU System will be compiled and managed by FP&C within its database and shall be shared among the institutions on a quarterly basis.