



George Fox Plant Services

Capital Project & Project Approval Process Policy

February 1, 2018

The resources allocated to the Plant Services Operating Budget are for maintaining facilities and equipment to their designed state. Any additions or improvements that alter existing space or asset are considered projects and are not funded by the maintenance department. See attached for additional clarification.

A Project Review Committee (PRC) has been formed that will review submitted projects to establish adherence to the University's mission statement, priority (as compared to all projects submitted campus wide), and funding. All projects must be approved by the appropriate dean or department head before being considered by the PRC.

Standing members of the PRC are Vicki Piersall (CFO-CHAIR), Clyde Thomas (Plant Services Director), Linda Samek (Provost), and Melodee Powers (Budget Manager & Group Secretary). Other participants may include the Academic Dean or Department Head, Building Monitor, VP affected by the Project, and the Aesthetics Committee (Rob Felton-CHAIR) as appropriate.

The Project Review Committee will meet monthly between September and March, or more frequently as needed. Anything submitted after March 1st will not be considered until the following school year (September).

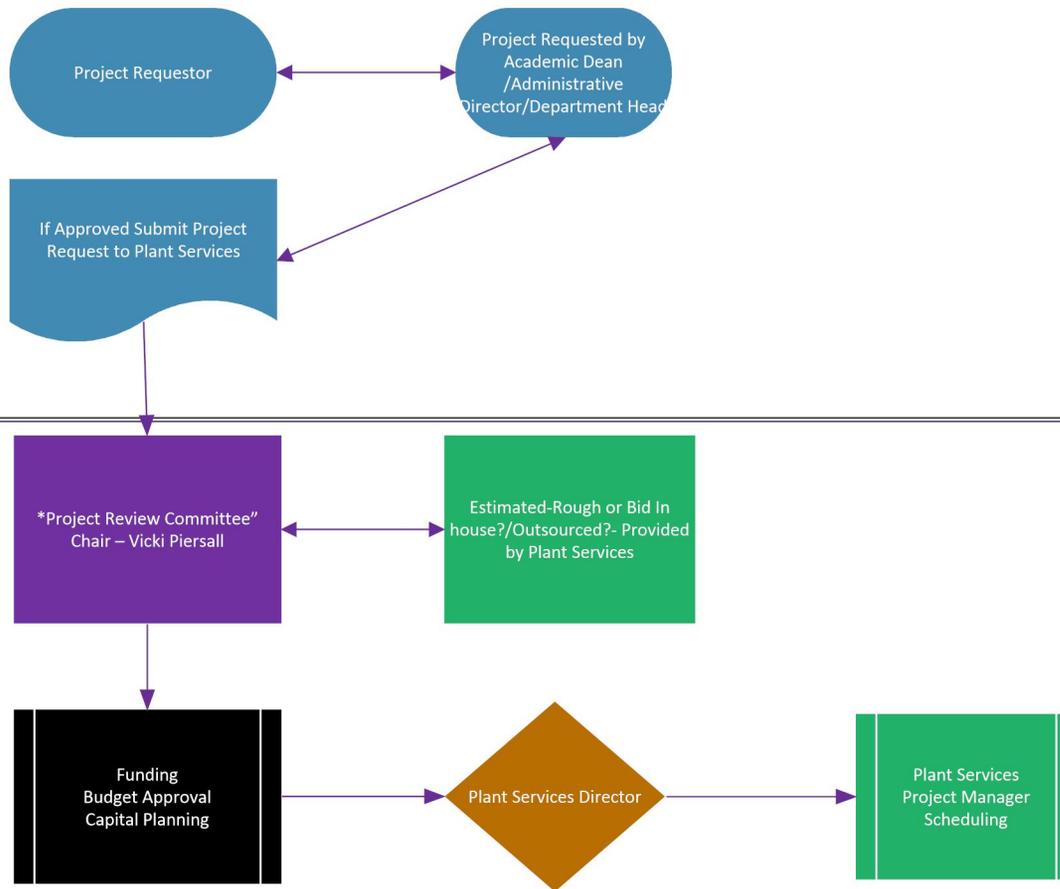
A project request is to be submitted to the Dean or Department Head using the "Project Request Form," located on the Plant Services webpage under "Quick Links." This form must be fully completed, providing a rationale consistent with the university's strategic mission, specific location, scope of work, timing as to when it needs to be completed, and required signatures of the appropriate Academic Dean, Department Head, and Building Monitor. Once the signatures are collected, the Project Request Form is then routed to Plant Services. Plant Services will route it to the the chair of the PRC.

If the PRC approves the project in concept it will then be sent back to Plant Services for estimation (Rough or Bid). Decision for the project to be in house or outsourced will be decided at this time. Plant Services is first and foremost a maintenance organization. A project will be scheduled in deference to critical maintenance needs. The schedule for your project must be flexible to accommodate these needs.

After the PRC receives the estimate a final decision is made to proceed or not to proceed. The request will then be routed for funding and budget approval, where a project number will be assigned if funds are available. If funds are not available a budget request will be submitted for funding at a later date.

When funds are made available, the request will be submitted to the Plant Services Director for management and scheduling.

PROJECT APPROVAL PROCESS



***Project Review Committee (PRC) consists of the following:**
CFO (Vicki Piersall) Chair
Plant Services Director (Clyde Thomas)
Provost (Linda Samek)
Budget Manager (Melodee Powers) Secretary
Building Monitor and/or VP affected by project
Rob Felton (Aesthetics Committee) If applicable

Project Review Committee Project Approval Process

1. Project Requestor completes Project Request Form found online.
2. Project Requestor gets required approval/signatures from Building Monitor, Department Head and/or Academic Dean.
3. Project Requestor submits completed form with signatures to Plant Services.
4. Project Request is reviewed by Project Review Committee (PRC) for initial approval or rejection.
5. If the Project receives initial approval from the PRC the Project is routed to Plant Services for estimation.
6. If the Project is denied in the initial review the Project Requestor is informed of the PRC's decision and reasoning.
7. Once Plant Services has completed their estimation (rough or bid, in house or outsource) it is reviewed by the PRC
8. If the PRC approves the Project, it is routed for funding and budget approval.
9. If funds are available a project number will be assigned.
10. If funds are not available, a budget request will be submitted for funding at a later date through the Capital Planning process.
11. After funding, the Project is submitted to the Plant Services Director for management and scheduling.
12. If the Project is denied in the final review the Project Requestor is informed of the PRC's decision and reasoning.