



## Facilities Planning Policy & Procedure #23

- TITLE:** **MINOR PROJECTS STATUS REPORT**
- OBJECTIVE AND PURPOSE:** For the monthly dissemination of information regarding minor capital projects. Minor projects have a construction cost less than \$1 million.
- RESPONSIBILITY:** **ACTION**
- ASSOCIATE DIRECTOR**
- ◆ Receives and reviews Facilities Planning Project Request Form, assigns project number, project coordinator, signs and dates form.
  - ◆ Enters project into the minor projects database (located on the “P” drive,) inputting project name, number, description, campus, building number, project manager, date, account source, if known, and if a building permit is required.
- PROJECT MANAGER**
- ◆ As often as required, the Project Manager for each minor capital project updates the information in the minor projects database. Input fields include:
    - a. Project Status: A verbal description of the progress & status.
    - b. Project Contacts: Names of the architect/engineer, contractors, Physical Plant department coordinator, and user group representative.
    - c. Project Budget account number, and funding source
    - d. Project Phase Schedule- project phase, design status, date of first user contact, project start and end date, minors checklist and asbestos verification form have been completed and filed in the project file.
    - e. Status of EHS and SFM reviews
    - f. Project is on current report until completed, then moved to archive (button selection in database)
- ADMINISTRATIVE OFFICE COORDINATOR**
- ◆ Inputs dates of bonds, if covered by blanket bonds (CM’s only), or if Not Applicable in appropriate field in minor projects database.
- ASSOCIATE DIRECTOR**
- ◆ Conducts monthly Minor projects report meeting with Project Managers, Associate Directors, Administrative Office Coordinator, and Physical Plant representative for the purpose of reviewing the current status of all minor capital projects
  - ◆ Directs any changes to the report that the Project Managers must make within two days of the meeting so that a printed Minor Projects Status Report (**Attachment “A”**) can be distributed.
- ADMINISTRATIVE OFFICE COORDINATOR**
- ◆ Two days after the monthly meeting send electronic copy of the Minor Projects Status Report (**Attachment “A”**) to the Office of Space Utilization and Analysis for posting on website.
  - ◆ Once report has been published on the website, notify those campus Vice Presidents that have requested email notifications.
  - ◆ Check for projects that have hit construction and request Emergency Contacts List from Project Manager, where applicable

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APPROVED:	Vice President	Associate V.P.	Director

- ◆ For projects where Emergency Contacts Information has been updated, place a copy of new information in Department Emergency Red Binder and send two copies to the Vice President's Office, and provide same to the Office of Space Utilization and Analysis to update website.
- ◆ Give Executive Secretary a printed copy of the Minor Projects Status Report (**Attachment "A"**) for mailing and update weekly project meeting schedule.

**SENIOR  
EXECUTIVE  
SECRETARY**

- ◆ Prints Minor Projects Status Reports (**Attachment "A"**) the day of the monthly meeting for attendees.
- ◆ Mails printed copies of the Minor Projects Status Report (Attachment "A") to the Office of the University Architect and Vice President and others who have requested a copy.
- ◆ Types up Emergency Contact information in format found in Red Book.

**ATTACHMENTS**

- ◆ ***Minor Projects Status Report (Sample) – Attachment "A"***

FAU Minor Projects MASTER PROJECT LIST		Selection	Filter: PM	Campus	Building
Facilities Planning Department Last design update: 12/27/02		All Projects	:		
		Current Projects	:		
		Archived Projects	:		
<a href="#">Go to Specific Project #</a>					
Project No.	Project Title	Campus		<input checked="" type="radio"/> Current Report <input type="radio"/> Archive	
P- 3872	Structural Investigation & Report on Cooling Towers	Boca Raton		EHS Review Yes	
Bldg. No.	Building Name	Project Manager		SFM Review NA	
CAMPUS	Boca Raton Campus	B Richman			
Project Description		Standby			
Structural investigation & report on condition of cooling towers at Physical Plant, CT-14, CT-15, and CT27. See Dunkleberger report on compaction for parking garage dated 3/22/02, page 3.		J Rainwater			
Comments					
C3TS made final inspection of towers and rec'd copies of some existing structural drawings. They came to examine the towers while shut down. Waiting to get final design.					
<b>FAU Minor Projects Management Database</b> 3872 Structural Investigation & Report on Cooling Towers               B Richman					

**ATTACHMENT "A"**