



Facilities Planning Policy & Procedure #25

TITLE

FACILITIES PLANNING STAFF MEETINGS

OBJECTIVE AND PURPOSE

To establish procedures for the updating of major and minor construction projects.

STAFF MEETING SCHEDULE

1 st Tuesday of month	FAU Major Project Update
2 nd Tuesday of month	FAU General Staff – 9:00
3 rd Tuesday of month	FAU Minor Project Update
4 th Tuesday of month	Project Managers meet with Senior Accountant

RESPONSIBILITY

ACTION

DIRECTOR

- ◆ Chairs all FAU staff meetings or appoint designee
- ◆ Associate Directors/Coordinators to attend and be prepared to provide all requested information on all major projects which they are managing for NPB and Broward only. Attendance of Associate Directors required at FAU Major Project updates only.

ASSOCIATE DIRECTOR/ COORDINATORS

- ◆ The Associate Directors/Coordinators of project shall bring to the meeting (1) **clearly red-lined** copy of the previous status report in addition to their reference copy.
- ◆ FAU Project Planner to input updated information and distribute new status reports to all Facilities Planning staff and other department personnel. (Major Project Updates to be distributed by 15th of the month and Minor Project Updates by the end of the month)
- ◆ All Associate Directors/Coordinators to maintain status reports for minimum of a 12 month period within their Project Manual.

ADMINISTRATIVE OFFICE COORDINATOR

- ◆ Prepare and update Agenda for FAU General Staff Meeting. Recommended agenda items to be entered by the Monday preceding the General Staff Meeting. (location: p\general\agenda) and distribute at staff meeting).

ALL STAFF

- ◆ Update Agenda (p\general\agenda)
- ◆ Attend Staff Meeting : 2nd Tuesday of month

Issued By: Nelson	Date Issued: 4/01/01	Date Revised:	Effective Date: 4/01/01
APPROVED:	Vice President	Associate V.P.	Director