



# Facilities Planning Policy & Procedure #27

**TITLE:** **USE OF FACILITIES PLANNING “P” DRIVE**

**OBJECTIVE AND PURPOSE** To provide instruction for the intent and use of the “P” drive.

**INTENT** The “P” drive is intended to be used by all Facilities Planning Staff as a common drive for the purposes of saving and sharing project related data and correspondence generated from this office and as a medium for sharing departmental forms and information.

**STRUCTURE** The “P” drive is set-up with a directory for each BR number as well as a directory for each staff member. There are also a number of common directories (containing general information such as, forms, Cost Containment Guidelines etc.) unrelated to a specific BR# or Coordinator.

**USE**

**BR Directories/ Standard BR Subdirectories** Each active BR number is set-up within the “P” drive with the following standard sub-directories (All documents generated by Facilities Planning staff relating to a specific BR # should go into the appropriate subdirectory under that BR#.):

- ◆ **A/E.COR** – A/E Correspondence, for all FAU generated correspondence to the selected project architectural firm.
- ◆ **ASA** –Additional Services Authorization, for all Additional Services Authorizations issued as part of the project.
- ◆ **BUDGET** – Budget related items such as Capital Outlay Implementation Plans (COIP’s) and Project Spreadsheet.
- ◆ **GC.COR** – G.C. Correspondence, for all FAU generated correspondence to the selected Construction Manager or General Contractor.
- ◆ **MEMO** – all FAU internal memorandum.
- ◆ **NOTICE** – Listing of subcontractors who have submitted a Notice to Owner.
- ◆ **SELECT** – all correspondence, forms etc. relating to the selection of the project architect and CM.
- ◆ **TALL.COR** – Tallahassee Correspondence, for all FAU generated correspondence to BOR.

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|--------------------|----------------------|----------------|------------------------|
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|                    |                      |                |                        |
| APPROVED:          | Vice President       | Associate V.P. | Director               |

In addition to the standard subdirectories listed above the project coordinator may add subdirectories to their assigned BR projects, as they deem necessary, however, the above subdirectories should be utilized as outlined.

**Other “P” drive directories**

As mentioned above each Facilities Planning staff member has their own directory on the “P” drive, for their own use. In addition to these individual directories a number of general use directories exist such as:

**CCG:** This directory contains the Cost Containment Guidelines.

**Forms:** contains departmental standard forms.

**Procedure:** contains the Policy and Procedure manual.

**Projects:** contains sub-directory br-project and p-project. The br-project directory contains the Monthly Project Status Report. The p-project directory is for minor projects and is to be utilized as follows:

For minor projects which require more than one (1) piece of correspondence the assigned project coordinator is to establish a sub-directory under p-project utilizing the project number as the sub-directory name. All relating correspondence for that project would then be filed under that sub-directory.

**Notes**

- ◆ Some care needs to be exercised when accessing from the BR and general directories so that files are not corrupted or lost.
- ◆ The “P” drive should contain only directories; no files should be located in the “P” drive.