



Facilities Planning Policy & Procedure #15

TITLE	MAJOR CONSTRUCTION PROJECT COUNT DOWN SIGNS
OBJECTIVE AND PURPOSE	To keep the University community apprised of construction project time frame.
RESPONSIBILITY	<u>ACTION</u>
DIRECTOR OF FACILITIES PLANNING	◆ At the first Directors Meeting of each month the Facilities Planning Director will transmit a memo to the Physical Plant Director for updating all installed Count Down Signs (Attachment "A") .
DIRECTOR OF PHYSICAL PLANT	Upon receipt of the memo update from the Director of Facilities Planning the Physical Plant Director will have the FAU Maintenance contractor update the signs within seven (7) days.
ATTACHMENT	◆ <i>Sample of Memo with Count Down Sign Update – Attachment "A"</i>

Issued By: Nelson	Date Issued: 10/01	Date Revised:	Effective Date: 10/01
APPROVED:	Vice President	Associate V.P.	Director

FLORIDA ATLANTIC UNIVERSITY

COUNTDOWN SIGN UPDATE

(Date)

<u>SIGN</u>	<u>LOCATION</u>	<u>Final Completion Date</u>	<u>Current Months</u>	<u>Update Months</u>
1	Schmidt Bio Medical BR-635	3/18/02	6	5
2	Schmidt Bio Medical BR-635	3/18/02	6	5
3	Student Activities BR-612	12/13/01	3	2
4	Life Behaviorial BR-638	4/22/02	7	6
5	Support Services BR-629A	5/ /02	8	7
6	Hibel Museum NPP	6/ /02	9	8

SAMPLE

Attachment "A"