

HEALTH SCIENCE CENTER HANDBOOK OF OPERATING PROCEDURES

Chapter 9	Facilities	Effective:	June 2000
Section 9.2	University Facilities	Revised:	January 2009
Policy 9.2.3	Planning, Design and Estimating	Responsibility:	Assistant Vice President for Facilities

PLANNING, DESIGN AND ESTIMATING

Procedures

The Planning, Design and Estimating section of Facilities Management will assist in preparing preliminary plans, final plans, and estimates if requested. All final plans, upon approval by the requesting department, should be signed by the department head or his/her authorized designee and approved by the Dean and Vice President offices and returned to Facilities Management for processing and completion of the work as requested. If, after a [Facilities Management Request for Department Funded Work](#) has been approved, and changes or cancellation of the work is required, Facilities Management must be notified by memo, signed by an authorized representative of the department issuing the original [Facilities Management Request for Department Funded Work](#). All approved work request estimates amounting to more than \$500 will be encumbered by the Accounting Office. Prior to preparation of cost estimates, design or construction effort, any Facilities Management work request which would result in the creation or renovation of a space to house computing and/or telecommunications hardware, must be approved by the Vice President and Chief Information Officer. This does not include general renovation which includes personal computers needed to perform the daily business of the department. Appropriate Facilities Management staff will coordinate this action with the Chief Information Officer staff prior to proceeding with the Facilities Management work order.

The Health Science Center is seeking opportunities to consolidate information technology infrastructure resources (hardware and software) into Computing Resources' Central Computing Facility. Infrastructure centralization provides both security enhancements and operational efficiencies including: elevated physical security, standardized computer operations support consistent with policy compliance, 24x7 monitoring, as well as reduced operational and environmental costs.

Work Order Reviews and Approvals

Certain departmentally-approved [Facilities Management Request for Department Funded Work](#) must receive administrative approval before construction will begin. The department will be responsible for presenting the request to Administration through the appropriate Dean or Vice President. The Executive Vice President for Facility Planning

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and Operation's approval of a project must be obtained with final designs and estimates that:

1. Require institutional funding.
2. Exceed \$50,000 of departmental funding.
3. Exceed Facilities Management's authorized scope.

Executive Council on Space Management approval of a project must be obtained with final designs and estimates that:

1. Exceed \$200,000 of institutional funding.
2. Exceed \$350,000 of departmental funding.
3. Change space assignments of function of an area (e.g., office-to-lab, lab-to-office, etc.)

In those cases where a final estimate is not required, Facilities Management shall determine a non-binding range estimate that will require the same approval process as outlined above.

If an outside contractor is being considered, early involvement of Facilities Management is necessary to ensure proper workmanship complimentary to the facility.

All construction, remodeling, or installation of real property must be reviewed and managed by Facilities Management to ensure compliance with The University of Texas System policies, appropriate building codes, and other governmental regulatory agencies.

Asbestos Testing

The Texas Department of Health asbestos regulations require that all building components be tested for the presence of Asbestos Containing Building Material (ACBM) prior to any type of disturbance to that building component. Departmental administrators shall not allow their employees or outside vendors to drill holes, sand, punch holes (hang pictures), or manipulate in any way any wall, ceiling, floor, countertop, or any other building component without written approval from Facilities Management. Facilities Management has licensed asbestos inspectors

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on staff to assure that all work is accomplished within the scope of the Texas Department of Health regulations. Questions concerning asbestos issues should be directed to the Associate Director of Buildings & Grounds at Extension 7-2880.
