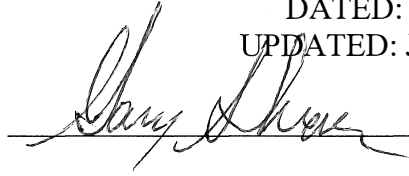

POLICY: IV: 03 Major Project Management

DATED: March 1998
UPDATED: January 2021

APPROVED: Executive Director of Facilities and Construction:



I. PURPOSE

The purpose of this procedure is to establish guidelines for project management of major construction, renovation, or maintenance projects by Facilities Management (FM) staff.

II. DEFINITIONS

- A. Major Maintenance - Repair/replacement of major equipment or building systems including HVAC, electrical, plumbing, fuel systems and fire alarm/suppression systems that are necessary for the continued utilization of the facility. These projects are replacement in kind of materials/equipment with that of similar characteristics in the same location and do not modify or alter the function of a facility.
- B. Major Project - Work that modifies or alters the function of any university facility or portion thereof. Major Projects typically include renovations, installation/removal of walls/doors, connection of new equipment and/or alteration requiring utilities changes and accommodations.
- C. USBC - Virginia Uniform Statewide Building Code.
- D. Annual Permit - The Building Permit Policy of construction of State Owned buildings and structures.

III. RESPONSIBILITIES

- A. Executive Director of Facilities and Construction - Responsible for ensuring university facilities are properly constructed, renovated, and maintained.
- B. Director of Engineering and Construction - Responsible for ensuring maintenance and major projects are properly designed in accordance with applicable building codes.
- C. Maintenance Planner/Scheduler - Responsible for properly scheduling and tracking major FM work.
- D. Associate Director of Operations - Responsible for ensuring maintenance projects are properly accomplished in accordance with applicable building codes and facilities are properly maintained.
- E. Project Manager - Responsible for ensuring assigned major projects are properly coordinated and accomplished in accordance with contract documents and current building codes.

IV. PROCEDURE

A. Project Initiation

1. FM planner/scheduler receives work requests requesting an estimate in accordance with University policy 4302: Facility Modification/Maintenance.
2. Director of Engineering and Construction routes the request through the estimate process.
3. The Project Manager:
 - a. Reviews the request to determine the scope of work and reaction time based upon the requested completion date.
 - b. Contacts the requestor to discuss the scope of the project and time frame.
 - c. Provides estimate(s) as required by requestor to administrative assistant.
4. Administrative Assistant to the Director of Engineering and Construction.
 - a. Forwards estimate(s) to requestor seeking approval and an account to charge.
 - b. If the estimate for work is approved, the administrative assistant may assign a project number to the work order, enters information and updates as needed.
 - c. Depending upon the nature of the work, an annual permit or a DEB permit may be assigned.
 - d. Within 60 days, if the estimate is not approved, contacts the requestor to verify status of the request for estimate.
5. Engineering, maintenance and AutoCAD staff will prepare/review drawings and specifications for the approved project to ensure compliance with applicable drawings, and JMU construction guidelines.
6. For projects requiring a DEB permit, The Engineering DEB liaison will facilitate the process with DEB and the SFMO when required. The process will include both obtaining and closing the DEB permit.

B. Capital Outlay projects will be designed and administered in accordance with the University's Capital Outlay Policy Manual and FM Procedure IV:08 Capital Outlay Project Coordination. Capital Outlay projects will be coordinated through Facilities Planning and Construction (FP&C).

1. Project managers will complete bid documents (drawings and specifications) and forward them to Procurement staff to contract the work.
2. After the bid is awarded, a pre-construction meeting is held with project manager, the contractor and the requestor.
3. Director of Engineering and Construction schedules the project and notifies affected parties.

4. Project manager and shall notify involved individuals, departments, and/or agencies of the project schedule.
5. Project engineer(s) will inspect their respective projects for compliance to the drawings, specifications, building codes and OSHA safety regulations. Engineering and Operations personnel shall inspect major projects as necessary to ensure compliance with building codes, university standards and safety regulations.
6. Project manager is responsible for approving all requests for payment made by the contractor.
7. Project manager will initiate any change orders required and ensure that funding is available by processing a requisition.

C. Project Completion

1. Project manager will conduct and record a final inspection when the project is complete.
2. After final inspection, operations staff is responsible for correcting and/or coordinating any work (warranty or otherwise) necessary for proper operation of the facility.
3. Project manager will meet with requestor to review results of project.
4. Project manager will develop, or receive from contractor, as-built drawings, warranty, and maintenance manuals as appropriate.