

Facilities Management Operating Policies and Procedures Manual

Effective Date: 03-14-2007

Policy Number: 04-20-002

Section: Facilities and Services

Subject: Projects under \$5,000

Purpose:

This is to provide a clear understanding of the Facilities Modifications Policy for projects less than \$5000. Arkansas State University takes significant pride in the appearance and maintenance of its campus buildings and grounds. Additionally, the university maintains an equal amount of pride in ensuring that all buildings are safe, meeting or exceeding all safety standards established by the state and industry. Facilities Management has been assigned the responsibility for making needed renovations and modifications to building structures, as well as ensuring the safety and welfare of all building occupants.

Policy:

The Arkansas State University- Jonesboro campus' continued physical expansion has placed an increased burden on Facilities Management's ability to produce estimates in a timely fashion and to complete construction and remodeling estimates in a cost-effective manner. Further, declining budgets have forced many units to defer or forego projects that would enhance the campus' ability to serve students or to provide a more aesthetically appealing work environment for faculty and staff. As a result, requests have been made to permit the outsourcing of small construction and remodeling projects to contractors external to the university. The cost of such projects must be less than \$5,000.

Process:

Initially, all construction, renovation, or attachment projects must be directed to Facilities Management. Campus units needing work performed must contact the Facilities Management Construction Office to discuss the parameters of the proposed and to secure a cost estimate. Where a campus unit is not satisfied with the estimate provided,

the unit may reject the estimate and pursue the services of an external contractor provided such contractors are bonded and licensed in the state of Arkansas.

Once the campus unit rejects the estimate and pursues an external contractor, Facilities Management will not participate in performing any of the contracted work. However, the campus unit must notify Facilities Management before the external contractor begins work to ensure design specifications meet all campus standards as established by Facilities Management.