

SUBJECT: Facilities Improvements Requests – for Privately Owned Greek House Corporations ONLY Administration & Finance	Effective Date: 4/24/12	Procedure Number: FS 2012 FPC0004	
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	Responsible Authority: Associate Vice President, Administration and Finance (Facilities and Safety)		

APPLICABILITY/ACCOUNTABILITY:

This procedure applies to all privately owned corporations for Greek Houses on campus seeking construction services.

PROCEDURE STATEMENT:

The Facilities Planning Department’s primary role is to construct the university’s facilities to support the academic and research missions of the university. It is essential that all new construction on campus by any entity, including additions, renovations, or modifications to existing facilities or grounds, be processed through Facilities Planning to ensure required permits are in place, that work conforms to UCF Standards, UCF Energy Policy, and as-built conditions are properly documented. When requesting services to modify existing privately owned Greek House buildings or outdoor facilities with anticipated costs below \$2 million, a Facilities Improvements (FI) Request must be submitted. The FI Request outlines the general scope of work to be performed and approvals. All FI Requests are reviewed for long-term university implications prior to being approved or denied.

DEFINITIONS:

Construction – real improvements to property, including, but not limited to: additions, renovations, modifications to buildings or grounds and also including demolition of existing facilities where the services of an outside architect, engineer, contractor, or construction manager are required.

Maintenance and Repair – servicing or refurbishing of existing property and/or equipment where such work can be performed by in-house maintenance personnel or an outside contractor and not requiring the services of an outside architect, engineer, or construction manager.

PROCEDURES:

To initiate a request for renovation, modification or alteration of a privately owned Greek House:

The representative for the Greek House must notify the Director, Greek Housing for University Fraternity and Sorority Life, regarding planned modifications, alterations, or additions. The Director will submit a completed FI Request for Preliminary Review Form to the UCF Office of Space Planning, Analysis & Administration (SPAA). SPAA will evaluate the overall, long-term implications of the project. If SPAA does not approve the project, the form will be returned to the Director indicating that it has been denied. If the project is approved by SPAA, it will then be forwarded to Facilities Planning's FI group.

Facilities Improvements will assign an FI project number and a project manager to each SPAA-approved project request for a privately owned Greek House.

- A. For all projects, FI involvement will include the following pre-construction items:
- Instruct Greek House representative to contact UCF Building Code Office regarding need for Building Permit and/or State Fire Marshal (SFM) review. Advise BCO about new request.
 - Ensure UCF Design and Construction Standards are met.
 - Determine if SJRWMD, DEP, or other Permit modifications will be required. Notify Greek House representative, if appropriate, and advise UCF Land Manager about new request. If Agency approvals are required, FI project manager will stay involved until Agency approvals are received. There may be a fee for tracking and insuring that Agency approvals are obtained prior to beginning construction.
 - Instruct Greek House representative to contact Facilities Operations if connection to, or disconnection from, UCF utilities will be required. Advise Facilities Operations group.
 - Submit letter-requests for exterior modifications to University Master Planning Committee (UMPC) for review and approval, as appropriate.
- B. For projects that the Greek House enlists FI involvement for the project entirety, the following additional actions will be taken by FI:

- Assist Greek House representative with obtaining appropriate A/E services and review plans for compliance with University Design, Construction and Renovation Standards
- Assist Greek House representative with obtaining appropriate contractor, assist contractor with permitting, and make site visits on owner's behalf.
- Assist contractor with obtaining certificate of occupancy or completion.

Facilities Planning will not be able to process requests for building modifications unless they are first received from SPAA using this procedure and the associated form. Subsequent changes in scope may also require SPAA approval. Construction may not begin until all approvals and permits have been obtained.


RELATED INFORMATION:

Facilities Improvement Website: <http://www.fp.ucf.edu/activities/facilities/home.html>

FORMS:

Facilities Improvement Request Form:

<http://www.fp.ucf.edu/activities/facilities/FI%20Request%20102010.pdf>

Approved By:	Date Approved:
 Priscilla L. Kernek Associate Vice President Administration and Finance Facilities and Safety	