

SUBJECT: Procedure for Determining When Actions are Minor Projects or Repairs	Effective Date: 11/6/17	Procedure Number: FS 2017 FS0028	
	Supersedes: FS 2013 FS0007	Page 1	Of 4
	Responsible Authority: Associate Vice President, Administration and Finance (Facilities & Safety)		

APPLICABILITY/ACCOUNTABILITY:

This procedure applies to all Facilities & Safety (F&S) personnel.

PROCEDURE STATEMENT:

All F&S personnel will use this procedure to determine whether work requested should be performed as a Minor Project (MP) or a Repair. Minor Projects are typically executed by Facilities Planning & Construction (FP&C), and may be executed by other departments within F&S when staff is available. Repair work is typically executed by Facilities Operations (FO), Landscape and Natural Resources (LNR), and Utilities and Energy Services (UES), and may be managed by Facilities Planning & Construction FP&C at the request of internal F&S departments, when internal staffing is limited, or the work is of a specialized nature and is outside of the department’s expertise.

DEFINITIONS:

Construction: Any planned or unforeseen fixed capital outlay activity authorized under Florida Statute s. 255.31. A construction project may include a grouping of minor construction, rehabilitation, or renovation activities; or a grouping of substantially similar construction, rehabilitation, or renovation activities. (FL Statute 255.32)

Maintenance: A preventive or corrective action to maintain an existing public facility in an operational state or to preserve the facility from failure or decline. (FL Statute 255.20)

Minor Project (MP): Generally, any preplanned construction or renovation activity that changes the function, use, or occupancy of a physical space, eliminates or relocates services and utilities, or modifies campus infrastructure or architectural components. Activities usually result in changes to design or construction documents and construction costs not to exceed \$2 million.

Renovation: A residential or nonresidential building undergoing alteration that varies or changes interiors, insulation, HVAC systems, water heating systems, or exterior envelope conditions, if the estimated cost of renovation exceeds 30 percent of the assessed value of the structure. (Reference FL Statute 553.902 in terms of energy requirements exemptions.)

Repair: A corrective action to restore an existing public facility to a safe and functional condition (FL Statute 255.20)

SPAA: Office of Space Planning, Analysis, and Administration

UMPC: University Master Planning Committee. Committee responsible for making recommendations to the president regarding matters of aesthetics and suitability for minor projects and modifications of the campus landscape, utilities, and building exteriors. Work requests requiring UMPC approval require a Minor Project request.

PROCEDURES:

1. A Minor Project Request is received: When a MP request is received from SPAA, FP&C routes the request for review and approval by the F&S directors and Associate Vice President, Administration and Finance (Facilities and Safety) (AVP).
 - a. FP&C assigns a project number in the project tracking database.
 - b. The F&S directors determine whether the MP request meets project or repair requirements. If there is a disagreement, the AVP will determine the work type.
 - c. Projects get assigned to the F&S department, as negotiated by the directors. Decision criteria includes, but is not limited to:
 - i. Single trade
 - ii. A pre-planned project where a department has the specific knowledge and expertise required to manage the project
 - iii. Department work load
 - d. Projects that are Repairs are assigned a CMMS Work Order number, which is referenced in the project tracking database. The project is then closed in the project tracking database.
 - e. Approved projects are recorded in the CMMS, and a Work Order number is assigned per the F&S Work Management Process.
 - f. Approved projects follow all F&S and FP&C project-related policies and procedures.
2. A Work Order request is received: A Work Order Phase is created per the F&S Work Management Process and assigned to an F&S shop.
 - a. Depending upon the department, the Planner or department management evaluates the work content using the key words in paragraph 2.c. below.
 - b. When a Work Order request appears to meet the criteria of a MP, the Planner or department management consults with FP&C.

- i. If both parties agree that the work is a MP, the Planner notifies the customer that the requested work requires a Minor Project Request. The Planner or department management documents the Work Order per the F&S Work Management Process.
- ii. If there is a disagreement, the AVP determines the work type.

c. Key words are used to determine work type:

Repair	Minor Project
	Access control (security-managed)
Adjust	Add
Broken	Alter
Fix	Build
Hook up (irrigation only)	Configure
Install	Construct
Landscape (excluding UMPC or plant change)	Demolish
Maintain	Fabricate
Move	Hook up (utilities, infrastructure, building systems)
Replace (with like only; excluding roof and fire alarms)	Install
Remove	Modify
Key/Lock (excluding security-managed access control)	Move
Reconfigure (irrigation only)	Reconfigure
Upgrade (irrigation only)	Redesign
	Remodel
	Remove
	Renovate
	Replace
	Upgrade

3. The Project is executed: Projects can be managed by FP&C or by another internal F&S department. F&S project management requirements, located at www.fp.ucf.edu, will be followed.
 - a. When an internal F&S department manages a department-specific project, the department must have knowledge and expertise required for the project and time available.
 - b. The department must follow the Project Manager Manual; the UCF Design, Construction, and Renovation Standards; and all other F&S and FP&C project-related policies and procedures.
 - i. Design and construction documents and other documents must be updated properly.
 - ii. Permits may be required for all types of projects. The Building Code Official will determine if a permit is required for the project.

- iii. Any work done in labs must be reviewed and approved by Environmental Health and Safety (EHS).
- iv. From an accounting perspective, all projects will have a unique project identifier in PeopleSoft.

c. The AVP may waive project fees for internal F&S departments.

REFERENCES:

F&S Project Manager Manual

FL BOG 14.020 University Supervision of Construction Program

Florida Building Code, Chapter 1— Scope and Administration, Section 105

Florida Statute 255.20

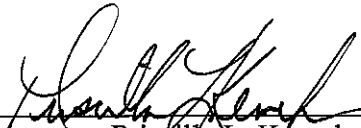
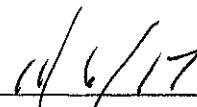
Florida Statute 255.32

FSP2012 FPC0004— Limitations on Authority in regard to Project Management Direction

FS2015 UES0003— UCF Building Energy Systems Commissioning Procedure

FSP2017 FO0011— Use of Computerized Maintenance Management System (CMMS)

UCF Design, Construction, and Renovation Standards

Approved By:	Date Approved:
 Priscilla L. Kernek Associate Vice President Administration and Finance Facilities and Safety	 11/6/17