

SUBJECT: Procedure for Determining When Actions are Minor Projects or Repairs	Effective Date: 6/18/19	Procedure Number: FS 2017 FS0028	
	Supersedes: FS 2013 FS0007	Page 1	Of 5
	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), but may be executed by other departments within F&S. 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 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 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. (Source: 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 Administration.

UMPC: University Master Planning Committee. Committee responsible for making recommendations to the Vice President for Administration and Finance on short- and long-range issues related to land use, facilities planning, and future development of the campus, taking into account the protection and preservation of natural resources on the campus.

PROCEDURES:

1. A Minor Project request is received:
 - a. MP requests are submitted through the project software online form. The requests are routed to SPAA and FP&C for approval and assignment.
 - b. The FP&C Director or designee determines whether the MP request meets project or repair requirements.
 - i. If the FP&C Director or designee believes the project could be a repair, the FP&C Director or designee will discuss with the appropriate Director or designee for input. If the Director or designee agrees that the project is a repair, the project will be disapproved, routed to the Work Control Center via the project software, with a note to the requester that the project will be executed as a repair.
 - ii. If there is a disagreement between the FP&C Director and another department Director regarding project versus repair, the AVP will review and determine whether the work scope is a project or repair.
 - c. Projects get assigned to FP&C, FO, or another F&S department, as negotiated by the Directors or designees. Decision criteria includes, but is not limited to:
 - i. Single trade (Generally should be managed by FO or UES)
 - ii. Pre-planned project where a department has the specific knowledge and expertise required to manage the project
 - iii. Department work load allows time for project completion as required by requester
 - iv. The need for signed/sealed drawings, which would require the engagement of a professional service vendor (Generally should be managed by FP&C)
 - d. FP&C assigns a project number in the project management software for Minor Projects.
 - 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, regardless of managing F&S department, shall follow all F&S and FP&C project-related policies, procedures, and management requirements.
2. A Work Order request is received:
 - a. The Planner evaluates the work content, using the key words outlined in Table 1 below.

- b. If the Planner believes that the Work Order should be a Minor Project, the Planner will discuss the scope with FO or UES department leadership. If the Director or designee agrees, the Director or designee will discuss with the FP&C Director or designee for input. If the FP&C Director or designee agrees that the repair is a project, the Planner will notify the customer that the requested work requires a Minor Project request, and will close the Work Order.
- c. Repairs are processed by the Planner per the F&S Work Management Process.
- d. If there is a disagreement between Directors regarding project versus repair, the AVP will review and determine whether the work scope is a project or a repair.

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:
 <hr/> <p style="text-align: center;">Duane Siemen Interim Associate Vice President Administration and Finance Facilities and Safety</p>	<p style="text-align: center;">6/18/19</p> <hr/>

TABLE 1
Key words used to determine work type:

Repair	Minor Project
Add (only: receptacle without data, a load panel change, circuit breaker schedule change or similar work scope; art not requiring structural analysis for display; electrical load needs study for future project scope; signage not requiring UMPC, professional services or analysis, or changes to signs)	Access control (security-managed)
Adjust	Add (including: receptacle with data, a load panel change, circuit breaker schedule change or similar work scope; art requiring structural analysis for display; signage requiring UMPC, professional services or analysis)
Broken	Alter
Configure (fire alarm system, building automation system or similar software system changes)	Assessment or Study (e.g. electrical load needs, study for future project scope, assessments by licensed electrician or similar)
Fabricate	Build
Fix	Configure (excluding fire alarm, building automation, or similar software system changes)
Hook up (irrigation only)	Construct
Landscape (excluding UMPC or plant change)	Demolish
Maintain	Hook up (utilities, infrastructure, building systems)
Move (like or same part when additional ventilation, load panel, etc. not required)	Install (fire alarms; fire systems; life safety; control systems; new systems)
Replace (with like parts or systems only; excluding roof, fire alarms, or control systems)	Modify
Remove (abandoned or obsolete without replacement)	Move (requiring ventilation, load panel calculation, or other level of complexity)
Key/Lock (excluding security-managed access control)	Reconfigure
Reconfigure (irrigation only; fire alarm system, building automation system or similar software system changes)	Redesign
Upgrade (only: irrigation; commodity pipe size or change)	Remodel
	Renovate
	Replace (including roof, fire alarms, control systems, or unlike parts)
	Upgrade (system changes; professional services or analysis required; or similar work scope)

Revision Log

Version	Description of Changes	Date
0	Original approved (policy/procedure)	2017
1	Procedure and table updated to match current operations	6/2019