

Academic Facilities Processes—An Overview

Every facilities project has unique aspects. This handout provides a general overview of the steps involved in different kinds of projects.

Maintenance and Repairs: Contact Facilities Management (438-5656)

- Emergencies: Call 438-5656.
- Submit Work Requests to: <https://webtma.ilstu.edu>
- Billing information is available within the iServiceDesk: <https://isd.ilstu.edu>
- Changes, upgrades or improvements to utility systems: air conditioning, heating, ventilation, electrical, plumbing, telecommunications or data wiring systems.
- Major equipment installation that requires utilities connections or other specialized requirements, such as cooling.

Remodeling, Renovation and Construction: Contact Facilities Planning and Construction (http://facilities.illinoisstate.edu/facilities_planning/request)

- Improvement, alterations, renovation or remodeling of existing facilities (other than maintenance or repairs).
- Changes to interior finishes including, floor coverings, window treatments and furnishings.
- Any major capital expense.
- This webpage also provides the opportunity to request space, planning services, drawing, leasing and real estate, moving services, furniture, signage, and space inventory data.

Projects Entirely Funded by Department/School or College Funds

- May be proposed at any time
- Must be approved by College Dean and Provost
 - Provides opportunities to realize efficiencies and possible cost savings (e.g., identification of multiple units within a College needing similar carpeting or furniture)
 - Enhances coordination with other units and scheduling
 - Allows College and Provost Office to facilitate collaboration with Facilities Planning and Construction (see page 2)
 - Allows appropriate budgetary review (including approval of SBC) and facilitation of fund transfers as needed

Projects Requesting Funding in Whole or Part from Provost's Office

- Must be proposed through annual budget/planning process. Preliminary proposals may be submitted (via Dean's Office) earlier to initiate discussions of feasibility.
- Proposal should include:
 - rationale linked to goals of *Educating Illinois* as well as College and unit strategic plans.
 - prioritization by unit and College.

- Scope Statement and Conceptual Estimate developed by Facilities Planning and Construction.
- Reviewed by Provost and staff for possible funding.
- If project is approved, Provost's Office will initiate design and planning process involving unit, College, and Facilities Planning and Construction.

Steps involved in Remodeling, Renovation, and Construction Projects

- Initial Cost Estimates and Development of Project Approval Budget and Schedule
- VP, Presidential, or Board of Trustees concurrence/approval (if necessary)
- Hiring of Architectural/Design/Engineering Consultants (if necessary)
- Conceptual and Schematic Design Development
- Construction Documents
- Public Advertising/Bid Opening
- Award of Construction Contracts
- Construction Phase
- Equipment and Furnishings

Services Provided or Facilitated by Facilities Planning and Construction

- Conceptual Planning
- Scope Statement and Conceptual Estimates
- Estimated project timeline
- Preparation of VFPF Concurrence Item, Presidential Concurrence Item, or Board of Trustees Agenda Item
- Identification and selection of Architectural/Design/Engineering Consultants
- Detailed Program Statement
- Final Budget Estimation
- Preparation of bid and design documents
- Assurance of compliance with state regulations: Cost Limits for different levels of Purchasing involvement/approvals (all relevant budgetary processes always apply, see <http://purchasing.illinoisstate.edu/procedures/index.shtml>)
 - Up to \$4,999: Fiscal Agent may purchase unrestricted items without involvement of Purchasing. Purchasing can issue a requisition if a vendor requests a hard copy purchase order.
 - \$5,000 to \$49,999: Requisition to Purchasing Office required.
 - \$50,000 to \$250,000: VP for Finance and Planning concurrence required.*
 - \$250,000 to \$500,000: Presidential concurrence required.*
 - Over \$500,000: Board of Trustees approval required.*

*Facilities Planning and Construction will facilitate the process of gaining concurrence/approval.