

CAMPUS PROJECT PROCESS

**View the FMS Web page at
www.csuchico.edu/fms to**

- **Learn more about projects**
- **View the Direct Billing Catalog**
- **Access the Project Request Form**
- **View the Projects List**
- **Find the link to the fiscal schedule**
- **View construction projects during construction**
- **Learn what goes into an estimate**



A Campus Project is a department requested addition or change that modifies a building, a space, or the grounds of the campus. Examples include installing a bulletin board; adding electrical or plumbing; painting to change the color of a space; installing a sculpture; remodeling a class, lab, or department office; accessibility related requests; or landscaping improvements such as benches or tables.

Purpose: The Project Process was developed to ensure

- A building permit is issued per SUAM section XI, 9232,
- Compliance with laws and regulations,
- A safe environment for faculty, staff, students, and the community,
- Quality and maintainability of all modifications made to campus buildings and grounds,
- Compliance with the Campus Master Plan,
- Identification of the full expense of the project and a check that necessary funds are authorized.

Procedures: A requestor completes a Project Request Form, prints and signs the form, has the form signed by their dean or manager, and sends to the vice president over their area for signature and prioritization. The vice president sends the completed form to Facilities Management, who reviews each request and works with the requestor through the committee reviews, design, estimation, and construction of the project.

Priority: The vice president or vice president's designee determines the priority of a project on a scale of 1-4 with 1 being the highest priority.

Timeline for Completion: The timeline from project request through completion varies from project to

project based on priority, size and complexity, fiscal schedule deadlines, and the number of projects on the list for completion.

Tips to Accelerate the Process:

- * Define the full scope of the project.
- * Take advantage of the Direct Billing Catalog located on the web.
- * Use the Fast Track Process when Facilities Management indicates this process is available.
- * Meet the fiscal schedule guidelines for submitting a project.

Direct Billing: A direct billing catalog provides set prices for standard items requested such as bulletin boards, white boards, keyboard trays, etc. A requestor may view the catalog on the Web and submit a Project Request Form with a CAF attached for the set price shown in the direct billing catalog and the work will be expedited.

Fast Track: Facilities Management will work with a requestor to determine if a project is eligible for Fast

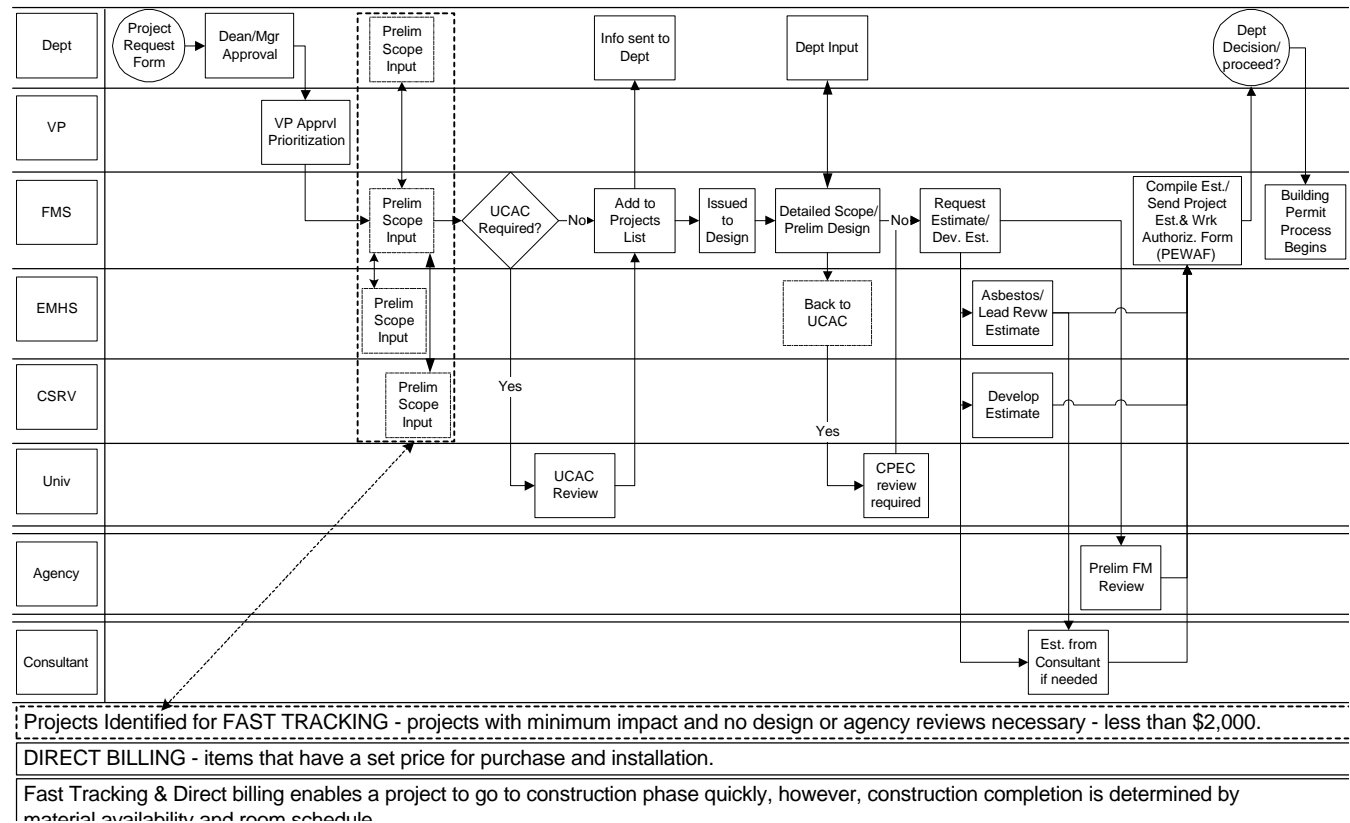
Track (see detail below). The project will then be given a not-to-exceed estimate and upon approval of the requestor, the work will be completed and the requestor will be billed for the actual cost to complete the work within the not-to-exceed amount (time and materials).

Fiscal Schedule for Requesting Projects:

Timelines for requesting larger projects that need to be completed in the summer months are indicated in the fiscal schedule. A link to the fiscal schedule is provided on the Facilities Management web page.

Committee Review: Projects that modify the appearance or functionality of a facility, building, or the campus, or have other potential impacts are reviewed by the University Construction Advisory Committee (UCAC).

Agency Review: Projects that modify ingress, egress, or room configuration must be approved by the Fire Marshal and the Department of State Architect Accessibility Compliance.



California State University, Chico

PROJECT PROCESS MAP

From Project Request Through Estimate Phase