

# **Permanent Improvement Policy**

## **University Facilities**

### **POLICY 1.0**

**Effective Date: November 1, 2011**

**Last Modified Date:**

**Approved by: Brett Dalton**

**Summary:** This Policy identifies the nature of Permanent Improvement Projects (PIP) at Clemson University and outlines the essential organization for their management.

## **1.0 Permanent Improvements**

### **1.1 Purpose**

The purpose of a Permanent Improvement Policy is to make known the essential regulatory and procedural requirements that guide the approval and execution of Permanent Improvement Projects.

### **1.2 Policy**

It is the policy of Clemson University to enforce the following:

1. All facility projects \$500,000 or greater in value for new construction and \$1,000,000 or greater for renovation must be approved by the University's Board of Trustees and submitted as required through the state approval process (SC Commission on Higher Education, Joint Bond Review Committee, Budget and Control Board).
2. All land and building acquisitions (purchases and donations) must be approved by the University's Board of Trustees, regardless of cost, and submitted as required through the state approval process (SC Commission on Higher Education, Joint Bond Review Committee, Budget and Control Board).
3. All projects will be accomplished in accordance with the latest version of the South Carolina Manual for Planning and Execution of State Permanent Improvements (Parts I and II).

### **1.3 Organizations Affected**

All University divisions, departments and offices and their contractors responsible for financing, planning, designing, developing, constructing, renovating and managing University-owned facilities and buildings regardless of location will comply with this policy.

### **1.4 Procedures and Responsibilities**

1. It is the responsibility of University Facilities to coordinate the development, planning, design and construction of any Permanent Improvement Project. Annually a Comprehensive Permanent Improvement Plan (CPIP) is submitted to the Commission on Higher Education for E&G activities and the Budget and Control Board for Public Service Activities. The CPIP includes all permanent improvement projects (projects costing \$500,000 or more for new construction and \$1,000,000 or more for

renovations) that are being considered by the campus in the next five years. The Clemson University Administrative Council will approve this plan before it is submitted to the State.

2. When a Permanent Improvement Project is identified (renovation or new) the initiating department shall contact the University Planning & Design Office in University Facilities for assistance in the development of the project. Once University Planning & Design has made an initial evaluation and confirmed the project meets the criteria for a PIP, the initiating department must get the approval of the appropriate Vice President before further evaluation can continue. Approval of the appropriate Vice President indicates that funding has been identified and the project is consistent with program priorities.
3. Clemson University Capital Projects Office manages the Permanent Improvement Project through design and construction. The assigned Capital Project Manager ensure that the project is appropriately developed, designed, reviewed and implemented according to applicable codes, regulations and University standards and guidelines.
4. For those projects anticipated to be under the PIP cost thresholds, the initiating department shall submit a Facilities Project Request form available on the University Facilities web page at: <http://media.clemson.edu/facilities/pdf/servreq/pr-form.pdf>. Upon receipt of the request, University Facilities will assign a project manager to work with the department to execute the project.

### **1.5 Expiration**

This policy will be reviewed periodically and updated to reflect the most current regulatory and procedural information. This policy, once updated, will be require the approval of the Administrative Council.