



University Facilities – Establishing a Departmental Work Request or Project
Formerly Known as “Buying Services from Facilities with Departmental Funds”

University Facilities (UF)

POLICY 3.4

Effective Date: June 12, 2002

Last Modified Date: September 22, 2011

Approved by: Bob Wells, Chief Facilities Officer

I. Background

The University budget allocates funds directly to University Facilities for routine maintenance and operation of University E&G facilities and grounds. This funding is intended to maintain facilities in the condition in which the facilities were originally constructed. Departments must fund discretionary work (work orders and projects) beyond routine or emergency maintenance with departmental funds.

II. Work Requests for New Work and/or Renovations (less than or equal to \$2,000)

A. Procedure

Go to the University Facilities web site at <http://www.clemson.edu/facilities/service-requests/index.html>. If the work is less than or equal to \$2,000, contact Facilities Dispatch at 656-2186 with your departmental account number. The requestor must have previously been set up as an authorized requestor with University Facilities to authorize a work request.

B. Estimates (work less than or equal to \$2,000)

If you would like an estimate prior to the start of work, contact Facilities Dispatch at 656-2186 to request an estimate. A work order number will be assigned to the request for future reference. Then, a planner will contact you to discuss the scope of work. The planner will provide estimate to customer via e-mail. If the customer approves, customer must reply to the planner's e-mail with account number for work to be charged before work can begin. The estimate is valid for 30 days.

III. Minor Projects (greater than \$2,000 but less than \$500,000 for new construction, \$1 million for renovation)

A. Procedure

Go to the University Facilities website: www.clemson.edu/facilities and click on Facilities Project Request (under Commonly Requested Documents). Fill out the information requested on the form and submit to fmojobreg@clemson.edu. The job request will be assigned a project number and a project manager will contact you within 2 business days to schedule a meeting to discuss the scope of work.

B. Estimate (greater than \$2,000 but less than \$500,000)

The project manager will prepare an estimate for the scope of work and return to you for approval. Estimates generally can take up to 7 business days. If a budget-detailed estimate is

needed, please allow approximately 30 business days depending on the complexity of the work request. Once the estimate is received by the customer, it is valid for 60 days. If the estimate is approved, the form must be digitally signed and returned with account number to fmojobreq@clermson.edu. The project number should be referred to in all future inquiries and correspondence.

C. Fees

1. Effective July 1, 2011, new minor projects will no longer be billed for project management time based on an hourly rate. A project management fee has been approved by the Administrative Council. The Total Project Budget will include a 5% fee of the total project cost. This amount will cover the cost of project management time. The 5% will be applied to any subsequent increases in total project budget.
2. Design fees for in-house design will be charged at 8% of Construction Costs when these services are required. If an outside A/E firm is required, the design costs will be what the A/E firm charges. If a preliminary estimate is needed prior to receiving the proposal from an A/E firm, 10% of the estimated construction cost will be used.

D. Encumbrance

All project budgets will be encumbered after receipt of your approval. If all of the funds are not available at project approval, additional funds may be added at a later date; however, all work will cease when the encumbered funds are expended until additional funds are added. The project manager will keep you informed if additional funds are required to avoid a project stoppage.

E. Scope Changes

When a scope change cannot be absorbed in the contingency and will increase the Project Cost, the project manager will e-mail the customer requesting approval of additional funds. The customer must reply via e-mail approving increase with account number prior to project continuing. Projects that run out of funds prior to completion will be put "on hold" until sufficient funds are added.

IV. Capital Projects (equal to or greater than \$500,000 for new construction, \$1 million for renovation)

Projects equal or greater than \$500,000 must be approved by the board of Trustees and the State's Joint Bond Review Committee. Please contact University Planning and Design at 656-5191 to establish such a project.