

Permanent Improvement Procedure

University Facilities

PROCEDURE: 03.B.03.01

Effective Date: November 1, 2011

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Approved by: Brett Dalton

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

Permanent Improvements

Purpose

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

Procedure

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

1. All facility projects more than \$500,000 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 [JBRC], State Fiscal Accountability Authority [SFAA]).
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, State Fiscal Accountability Authority).
3. All projects will be accomplished in accordance with the latest version of the South Carolina Manual for Planning and Execution of State Permanent Improvement Projects (Policies and Guidelines for Establishment and Maintenance of Permanent Improvements).

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 Procedure.

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, JBRC, and SFAA for E&G activities and to the JBRC and SFAA for Public Service Activities. The CPIP includes all permanent improvement projects (projects costing more than \$500,000 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 ensures that the project is appropriately developed, designed, reviewed and implemented according to applicable codes, regulations, policies 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: <https://cufacilities.sites.clemson.edu/services/service-request>. Upon receipt of the request, University Facilities will assign a project manager to work with the department to execute the project.

Expiration

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