

## **POLICY/ADMINISTRATIVE PROCEDURE/ADMINISTRATIVE DIRECTIVE**

SECTION: GENERAL POLICIES/PROCEDURES/DIRECTIVES	REFERENCE NUMBER: 502.05
SUBJECT: CITY FACILITY CONSTRUCTION AND RENOVATION PROJECTS	INITIAL EFFECTIVE DATE: 06/01/2010
TITLE: CENTRALIZED COORDINATING OF CITY FACILITY CONSTRUCTION AND RENOVATION PROJECTS	LAST REVISION DATE:

### **ADMINISTRATIVE DIRECTIVE**

In order to ensure consistent management, standardized budgeting/reporting, and enforcement of applicable laws and codes, it is necessary for construction and renovation projects be coordinated through the Facilities Management department.

Facilities Management will be responsible for determining the various options associated with project management, administration and reporting prior to any demolition, building construction, or renovation project. This is applicable to all City departments. Facilities Management will evaluate the project and recommend the most appropriate management and reporting structures for these projects. Examples of projects that are not intended to be included in this evaluation and administration process by Facilities Management include basic infrastructure projects for parks, streets, transportation, drainage, landfill and utility infrastructure projects.

At no time should departmental personnel be allowed to demolish, construct, or renovate a City-owned facility unless such work is done by or in coordination with the Facilities Management staff. Facilities Management will also ensure that a project budget and completion schedule are established prior to the beginning of the project. Further, Facilities Management will provide a monthly report on the project that will address the current status of the schedule and budget and will ensure adherence to applicable laws and codes.