

Policies and Procedures

SECTION: Administration	NO. 2.3.1.		
CHAPTER: Facilities	ISSUED: 10/24/88	REV. A 7/18/94	REV. B
POLICY: New Construction/Renovation/Remodeling	PAGE 1 OF 1		

PURPOSE

To define procedures for requesting new construction or renovation/remodeling projects.

POLICY

Requests for all facility work shall be forwarded to the University Plant Office. If an outside Architect/Engineer is required for a project they shall be retained by the University Plant Office. No design, construction, or repair for Creighton University shall be initiated by anyone other than University Plant personnel.

PROCEDURE

1. Forward a written request to the University Plant Office. Provide as much information as possible. Plant personnel may require a meeting or on-site visit.
2. A Project Endorsement Form with a preliminary estimate will be prepared by the University Plant Office. The Project Endorsement Form will be provided to the requesting department for use in obtaining approval.
3. When an approved Endorsement Form is received by the Plant, the work will be scheduled in coordination with the requestor.