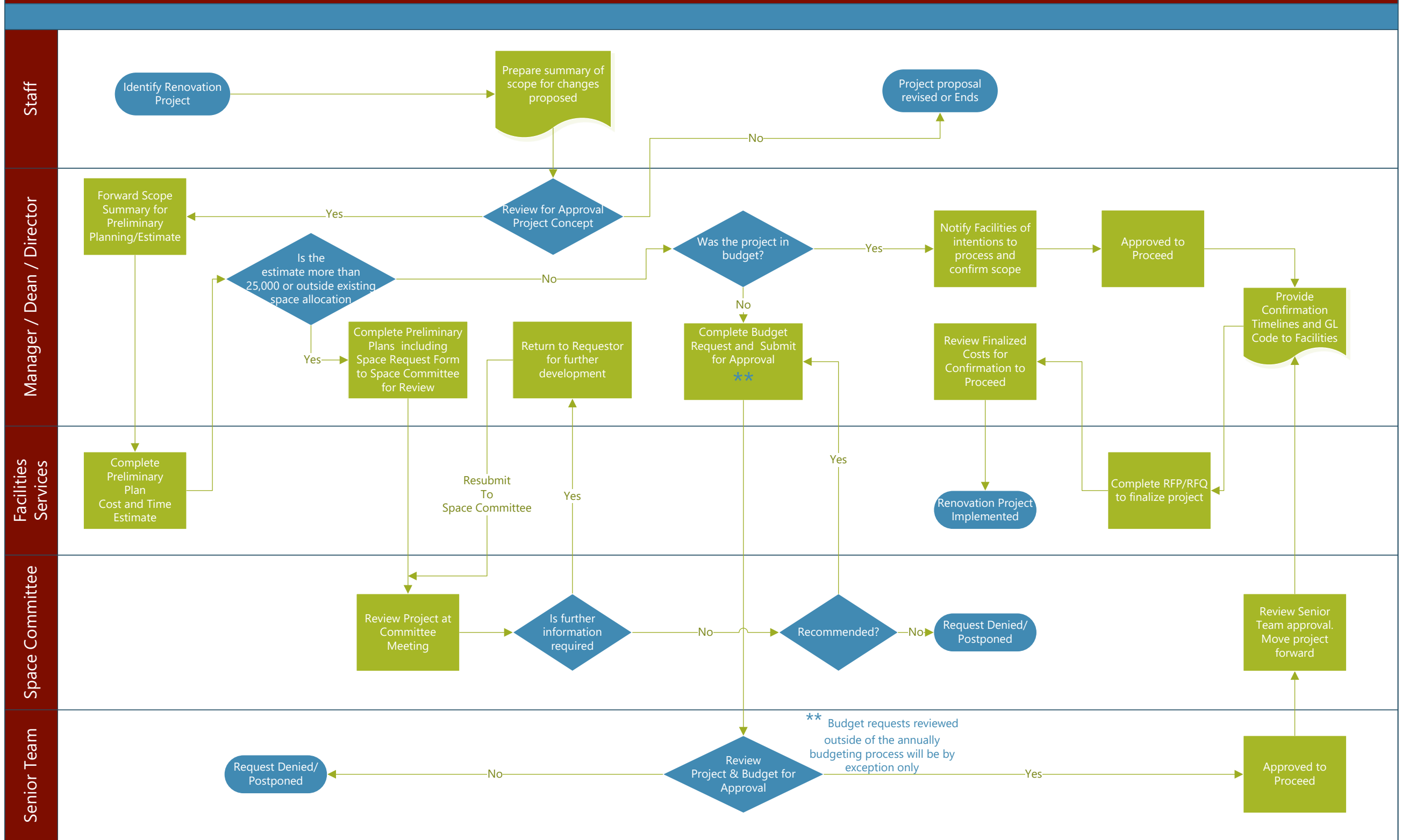


Facilities Renovations/Construction Project Flow Chart (includes all levels of projects see types to the right and timelines at bottom)



PROJECT TYPES

Minor Cosmetic Changes- e.g. a single office upgrade
 - may include flooring, painting, lighting, electrical plugins, network wiring
 - construction cost **under \$25,000** (not including furniture or academic equipment)
 - upon approval, can usually be completed within 2 to 8 weeks depending on material delivery time.

Minor Alterations- e.g. department office reconfiguration, single classroom or lab retrofit
 - may involve some adding/removing of walls, doors, ceilings, ventilation and electrical systems
 - may require hiring Architect/Engineer
 - construction cost **under \$100,000** (not including furniture or academic equipment)

Major Alterations e.g. complete reconfiguration of department or lab
 - involves major changes to rooms and building systems
 - will require hiring an Architect/Engineer
 - construction cost **\$100,000 to (say \$250,000 ?)** (not including furniture or academic equipment)
 - Project may require public tender process

Large Capital Projects- e.g. renovate an entire building wing, new building or building addition
 - **over \$250,000**
 - requires President & Board approval
 - project timelines are generally specific to each project depending on scope and complex

MINIMUM PROJECT TIMELINES

MINOR ALTERATIONS Capital Projects Timelines				
PLANNING PHASE	APPROVAL PHASE	IMPLEMENTATION PHASE		
- preliminary planning - budget estimate	- Space Committee - funding approval - other approvals	detailed design	request for quotations	construction
2 to 3 weeks	?? Weeks	4 weeks	3 weeks	8 weeks
15 weeks from date of project approval				

MAJOR ALTERATIONS Capital Projects Timelines				
PLANNING PHASE	APPROVAL PHASE	IMPLEMENTATION PHASE		
- preliminary planning - budget estimate	- Space Committee - funding approval - other approvals	detailed design	tender period	construction
4 weeks	?? Weeks	8 weeks	5 weeks	12+ weeks
25+ weeks from date of project approval				