

STANDARD OPERATING PROCEDURE # FAC 3.008**Subject: Major Construction Project Updates (CPU) to Campus**

Purpose and Scope: To communicate to the campus community an update on campus wide projects, their timeline, and other pertinent information at monthly intervals. The following guidelines will be followed to ensure that CPU report is distributed on time and with accurate information to building points of contact.

Procedures:

1. The Facilities Management Coordinator will request major project updates from the project managers monthly.
2. Facilities Management Coordinator will compile prepared updates for distribution. The project manager will update and return (electronically) the report to the Facilities Planning & Construction Director, who will then provide updates to Facilities Management Coordinator.
3. All updates will include (minimum) the brief project scope, the scheduled start and completion date and information pertaining to impact on daily campus activities.

IMPORTANT: Make sure that the primary users and project contact has the most current information pertaining to the project prior to the CPU posting. It is critical for customer service that the Project Manager provide continuous project updates to the customer.


4. The Director of Facilities Planning, & Construction will review the CPU prior to campus release.
5. The Facilities Management Coordinator will forward the updated documents to building points of contact.

Developed by: Facilities Planning & Construction

Approved by:



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