



# TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER EL PASO

## Operating Policy and Procedure

**HSCEP OP:** 61.12, **Reporting Minor Construction and Renovation Information by TTUHSC El Paso**

**PURPOSE:** The purpose of this Texas Tech University Health Sciences Center El Paso Operating Policy/Procedure (HSCEP OP) is to establish a process and framework for communicating project information between Texas Tech University Health Sciences Center El Paso (TTUHSC El Paso), Office of Physical Plant and Support Services (OPPSS), and Texas Tech University System (TTU System) Office of Facilities Planning and Construction (FP&C). This HSCEP OP is intended to ensure that project information related to the minor construction projects managed by the OPPSS are communicated to the Office of FP&C for inclusion in its database pursuant to Section 08.01.4.b, *Regents Rules*.

**REVIEW:** This HSCEP OP will be reviewed in April of even numbered years (ENY) by the Managing Director for Physical Plant and Support Services or designees, with recommendation for revisions submitted to the Chief Financial Officer or designee by May 1.

### POLICY/PROCEDURE

#### 1. General

- a. FP&C manages construction projects that exceed \$2 million for new construction or renovation. The OPPSS manages construction projects less than \$2 million for new construction or renovation.
- b. FP&C maintains a database of projects managed by its office and projects exceeding \$500,000 managed by the institution's Operations Division.

#### 2. Responsibilities

- a. On a quarterly basis, OPPSS should provide a report to FP&C. The report framework should include the project name, projected start and completion date, general scope, campus location and estimated total project cost of new minor construction and repair and rehabilitation projects. (See **Attachment A** for example report). Once a project is completed, it will no longer be included on the report.
- b. Minor construction and repair and renovation projects with a budget of \$500,000 or less do not need to be included on the report.
- c. Only projects related to facility repairs, construction, or renovation managed by the OPPSS will be reported. Routine maintenance projects do not need to be included on the report.
- d. The project report of all projects underway within the TTU System will be compiled and managed by FP&C within its database and shall be shared among the institutions on a quarterly basis.