


# VCU Memo

Monroe Park Campus

V i r g i n i a C o m m o n w e a l t h U n i v e r s i t y

**TO:** MBU Leaders and Fiscal Administrators

**FROM:** David Hanson, Senior Vice President and Chief Operating Officer 

**DATE:** February 14, 2013

**SUBJECT:** Renovations and Construction Policy Update

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I write to remind you of the University Policy and Procedure for construction on all VCU buildings and property. This policy requires all renovation work be coordinated and managed through the Facilities Management Department. Recently, we have noticed work performed without proper authorization by Facilities Management. Regardless of cost, University departments are not authorized to go directly to a construction contractor to have any work performed. This includes painting, adding or removing walls, adding doors, electrical outlets, casework, or any work that might alter the appearance or arrangement of the built environment.

Procurement does allow a delegated authority limit of \$10,000 for contracts; however, this was intended for equipment, furniture, and other similar items—not construction work. All renovation or alteration to University buildings shall be administered by Facilities Management, Construction Management, and University Renovations. Repairs and minor alteration may be administered by Physical Plant.

Meanwhile, the Commonwealth of Virginia also requires that work beyond the simplest repairs be accomplished only after a building permit has been issued—either by the State, the City of Richmond, or Facilities Management, depending on the ownership of the building and/or the scope of the work. Other than cosmetic changes, such as painting or replacement of carpet, most work requires a permit.

When you need construction or repair related work accomplished, please enter a work request at <https://quikfm.vcu.edu/>. If you need assistance before entering the work request at [quikfm.vcu.edu](https://quikfm.vcu.edu/) please contact one of our campus coordinators <http://www.fmd.vcu.edu/ppd/ccords.html> who will be able to guide you. Once submitted we will determine if Physical Plant (repair) or University Renovations (alterations) will receive your request. Someone will then contact you within two business days, and a site visit will be arranged to determine the scope of the project. If the work requires a licensed Architect or Engineer, you will be assisted in this process by the Planning and Design department. If the work does not require this magnitude of drawings and design, the renovations staff will create the scope, drawings, and bid documents necessary to get competitive bids according to the State procurement procedures. Once bids are received, a cost approval will be sent to you for signature. Upon completion of the work a customer satisfaction survey is sent to you. We ask you to return it so that we can have feedback on what is being done well and where we can improve our service.

Should your department cancel a project that has already been scoped and bid, please note that University Renovations may charge your department for actual time spent in developing the project scope and bidding of the work.

VCU operates under strict direction from the Commonwealth, and noncompliance with State policies and procedures jeopardizes our ability to obtain additional autonomy from state oversight of our capital program. Meanwhile, work not authorized by Facilities Management may not be properly installed or documented, and may not comply with building codes.

I appreciate your cooperation in helping VCU adhere to these state-mandated requirements.