**Indiana State University**

**Facilities Management**

**Capital Project Design and Administration**

The Office of Facilities Management is responsible for managing capital projects typically valued at $50,000 or more and serves as liaison between departments or auxiliary units and design and construction professionals to manage project scope, schedule, and budget.

University departments and/or auxiliary units should contact the Planning and Construction unit of Facilities Management to initiate any proposed project that would replace/upgrade any existing building system, renovate existing space, or involve new construction. Planning and Construction provides oversight of the following:

* **Project Development and Administration**
  + Facilities Management provides Design and Construction Administration on all projects over $50,000, regardless of funding source. This includes, but is not limited to, approving construction documents, preparing bid specifications, accepting and awarding bids, reviewing pay applications and change orders prior to payment.
  + All capital project contracts and change orders are signed by Office of Sr. VP Finance and Administration.
* **Purchase of Equipment**
  + Facility systems equipment (e.g. HVAC, electrical, security, etc.) must be approved by Facilities Management to determine compatibility with existing building systems, regardless of funding source.

Some projects may require additional approvals depending on project budget or scope.