



UNIVERSITY OF NORTH TEXAS
FACILITIES MANAGEMENT & CONSTRUCTION

DATE: 04/20/10

TO:

Rodney McClendon
Wendy Wilkins
Charles Jackson
Donna Asher

CC:

Darlene Callahan
Bobbie Tassinari
Jeff Brown
Tessa Ryles

FROM: Helen Bailey, Director for Facilities Management & Construction 

RE: **Established Timeline for HEAF Funded Facilities Remodeling & Renovation Projects**

Due to the amount of time necessary for approvals, design and construction of remodeling and renovation projects, the following deadlines are being established:

- | | |
|---------------------------|--|
| August 15 th | Provost Announcement to Deans to submit project funding requests for the fiscal year. |
| October 1st | Deadline for departmental requests submitted to Deans by faculty/staff.
Deans review and approve short list of projects that meet departmental goals. |
| November 1st | Deadline for departments to submit project short list of Dean approved projects to Facilities Management & Construction (FMC) for PRE estimates |
| December 15th | Deadline for FMC to complete and return PRE estimates to departments |
| January 15 th | Deadline for Deans to submit HEAF project funding requests to the Provost's office |
| February 15 th | Deadline for Provost's office to submit list of approved construction project HEAF funding allocations to FMC & Deans. |

(Note: Departments must submit a project initiation worksheet (PIW) for every funded project as soon as possible after funding is allocated. Design work cannot start until the completed form is received by FMC)

Construction completion will vary depending on many factors including timely submission of PIW & notice to proceed and the complexity and unique circumstances of the project. However our goal is to complete typical sized projects as follows:

- August 15th – small projects
- January 15th (following year) – medium projects
- August 15th (following year) – large projects

Alternate schedule for remodeling and renovations that are part of the agreement for new faculty hires:

- August 15th New faculty hire start date
- September 15th Deadline for new faculty requests submitted to Deans for renovations.
- October 1st Deadline for submission of project initiation worksheet (PIW) to Facilities Management & Construction (FMC) for Dean approved renovations.

Construction completion will vary as mentioned above. However our goal is to complete typical sized projects as follows:

- May 15th – small projects
- December 15th – medium projects
- May 15th (following year) – large projects