



Florida Agricultural & Mechanical University Board of Trustees Policy

Board of Trustees Policy Number: 2013-02	Date of Adoption: June 6, 2013
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Subject	Construction Procedures Manuals
Authority	Board of Governors Regulation 1.001- University Board of Trustees Powers and Duties, Section 7(e), Article IX, section 7(c), Florida Constitution
Applicability	Planning, designing, constructing, and managing of facilities projects.

I. Policy Statement and Purpose

In recognition of its responsibility for the proper stewardship of the Florida Agricultural and Mechanical University's (University or FAMU) buildings and other facilities, the FAMU Board of Trustees establishes this Policy to provide the manner by which the University's facilities projects may be planned, designed and constructed.

II. Procedures Manuals

The President shall be responsible for the development of the following Procedures Manuals related to construction and facilities management:

- (a) "*Project Manager's Procedure Manual*" that addresses: the roles and responsibilities of the University's project managers with respect to planning, design and construction of University facilities; the selection of professional services; and overall design and construction management and administration;
- (b) "*Service Guide for Design and Construction Professionals*" that addresses the specific duties and responsibilities of design and construction professionals conducting business with the University; informs design and construction professionals of the University's general design philosophy and standards; and informs design and construction professionals how FAMU manages its construction projects;
- (c) "*Design Standards for Professionals*" that addresses: FAMU'S technical design standards; specific areas of design concern including historic preservation, sustainability, existing utilities, codes and ordinances, automated controls, signage, environmental health and safety, materials and equipment; design deliverables; and submittal requirements.

III. Review and Approval and Amendments of Procedure Manuals

The Procedures Manuals shall be reviewed by an architect or engineer registered to practice in the State of Florida and by the University's Office of the General Counsel.

The President shall approve the Procedures Manuals and any subsequent amendments.

IV. Administration and Implementation

The Construction and Facilities Management Office shall be responsible for the administration and implementation of the requirements in Procedures Manuals and shall maintain the records that support adherence to the requirements.