Pepperdine University

Facilities Modification and Project Initiation Policy

A. Purpose

To clarify the policies that govern changes in the use, configuration, or appearance of existing facilities, or requests for additions to existing facilities, and the procedures that are to be followed in order to effect those changes, modifications, and requests.

B. Policy

Requests for facility modifications that involve change of use, configuration, or appearance of existing facilities, or requests for addition to existing facilities, require the review and approval of the Campus Planning Group (CPG).

The CPG acts as a hub for the campus project planning and approval process and as the central committee through which all project requests are reviewed and prioritized. The role of this group is to assess, among other things, the overall viability and appropriateness of projects with respect to the overall vision of the University, availability of funding and resources, priority in relation to other campus projects and initiatives, cost-benefit analysis, and impacts on other departments. In addition, the CPG informs and obtains comments from both the Steering Committee and the University Management Committee regarding all approved projects of a material magnitude.

Examples of the types of projects that require the review and approval of the CPG are:

- Change of use of an existing facility
- Addition to or modification of an existing facility
- Space planning
- Reconfiguration of an existing space
- Change in interior design or appearance
- Remodeling of interior and exterior spaces
- Change in furniture, fixtures, finishes, and artwork in public or common spaces
- Reconfiguration or purchase of modular furniture

Requests for routine repairs and maintenance are exempted from this policy and are sent directly to FMP. Minor furniture and artwork purchases for private offices are governed by the Furniture Purchasing Policy.

C. Procedures

The Project Initiation Process:

1. Projects may be requested by:
   a. President

b. Executive Vice President

c. Steering Committee

d. Deans with Provost approval

e. Department Heads with VP approval

2. Construction & Campus Planning (CCP) provides the requesting party with a Project Request Form for completion by the requesting department. The project must receive approval in concept from the appropriate department head or the respective dean, in the case of the schools, and the respective senior administrator (VP or Provost).

3. The approved Project Request Form, identifying the approved funding source, together with an online requisition, is then returned to CCP, who performs a feasibility review, including impact analyses, an order-of-magnitude scope of work and cost estimate, and recommendations.

4. CCP submits the project request and recommendations to the CPG for review.

5. The CPG reviews the project request and approves, denies, or delays the project and communicates their decision to the relevant stakeholders, including the Steering Committee and University Management Committee.

6. Project scheduling is determined by the priorities established by the CPG.

7. If CPG approves the project, CCP coordinates the project process, working with the primary and secondary stakeholders to conceptualize the programming of the project.

8. CCP assigns a project manager who works with the primary stakeholders (i.e., occupants), secondary stakeholders (e.g. FMP, IT, DPS), supporting internal Departments (e.g. Regulatory Affairs, General Counsel, Risk Management, Finance, Purchasing), and external entities (e.g., architects, consultants, contractor, vendors, Building Department, and etc.) to complete the planning and design work.

9. Once the fully designed project meets the overall project goal within budget, the CCP Project Manager obtains bids and building permits, coordinates all parties in the project process, provides documentation, and closes out the project with the stakeholders.

10. The CPG has the authority to delay or re-schedule an approved project to accommodate changes in the University's priorities.

11. The Associate Vice President for Construction and Campus Planning provides a final report on the project to the CPG.

Approved by University Management Committee and Steering Committee: July 5, 2007