

Title: FPDC Project Hand Off
Department: PPM Engineering Services
Effective Date: May 16, 2018

PURPOSE

To identify projects and describe a smooth process to transfer projects between Facilities Planning Design & Construction (FPDC) and PPM (or visa-versa) based on the scope of the project and the appropriate department to complete the work based on scope in an effort to provide customers with the highest levels of service and communication.

PROCEDURES

Large projects that require staffing levels that significantly detract from PPM's regular campus maintenance functions and projects requiring design and/or architectural/ADA review based on the proposed changes are typically managed by FPDC. Repairs and restorations of existing spaces or other smaller projects that do not require design are typically handled by PPM.

Projects may be handed off in either direction. The process below describes hand-off from PPM to FPDC. In the event that FPDC is handing off a project to PPM the entire process works in reverse order.

1. The organization receiving the project from the customer schedules a time when PPM and FPDC can meet to discuss the project.
2. Recommended time is (Tuesday) at the Project meeting with JOC contractors, though urgency of the project request should be considered.
3. Set up a job walk with the assigned PPM or FPDC staff, architect etc.
4. Coordinate a schedule and establish a time line (first point of contact).
5. Prepare a hand-off email to the requesting department (copied to FPDC contact) containing:
 - a) Information noting that the project has been handed off.
 - b) The name of the FPDC contact.
 - c) An explanation of the process.
 - d) A floor plan, cost estimate, or time line/schedule as appropriate.
 - e) Contact information for all parties involved.
6. PPM to enter the above information in the notes section of the work order and reference the Email.

REFERENCES

None.

APPROVED


Jason R. Wang, Senior Director

05-16-18
Date