Project Types & Related Procedures

Definitions:

CPSM: Capital Planning & Space Management Committee
CDFM: Capital Development & Facilities Management
Client: School or Department contact

Project Type

Small Projects

Examples:

- Moving services (event setup)
- Order signage
- Replace carpet, flooring
- Paint rooms, doors (if damaged)
- Install camera, card reader
- Add power or data outlets
- Purchase & install furniture, keyboard trays, window blind, install AV equipment

How to submit a project request

Client submits capital work requests to CDFM via ARCHIBUS system at:

http://humber.ca/facilities

Procedure

- A capital work project coordinator is assigned to the project
- Design/layout and cost estimate are presented to Client for approval
- Client approves/signs off proposed layout, cost estimate and provide source of funding (FOAP numbers)
- CDFM project coordinator proceeds with project execution
- Funding from School/Department's operating budget

Large Projects

(requiring additional space or change in function of existing space)

Examples:

- Reconfiguration of existing office space to increase number of workstations/offices
- Changing the function of a space (converting a meeting/storage room to office space, converting a classroom to a lab or a lab to a classroom)
- Requesting additional office space to accommodate new hires
- Purchase and install equipment with project estimate > \$50,000

Client submits Space Allocation Request Form, available online at:

http://humber.ca/facilities/forms

Space Allocation Request Form requires signature and approval from Vice-President responsible for the school or department submitting the request

Project Planning

- CDFM staff will prepare floor plans and project estimate
- Senior CDFM staff will present the space allocation request to CPSM
- recommendation to the

 Executive Team
- Executive Team may approve/ reject/put the request on hold based on priorities
- If approved, a project manager/ coordinator will be assigned to the project

Project Estimate < \$50,000

- Design/layout and cost estimate are presented to Client for approval
- Client approves/signs off proposed layout, cost estimate and provide source of funding (FOAP numbers)
- CDFM project coordinator proceeds with project execution
- Funding from School/Department's operating budget

Project Estimate > \$50,000

Funding from central Capital Reserve Fund