

THE CITADEL  
The Military College of South Carolina  
171 Moultrie Street  
Charleston, South Carolina 29409

MEMORANDUM  
NUMBER 8

17 November 2005

CONSTRUCTION RELATED PROGRAMMING DOCUMENTATION

1. PURPOSE:

The purpose of this memorandum is to provide a document to facilitate the coordination, programming, budgeting, design, procurement and execution of construction-related projects. These projects include any new construction, building renovations, alterations, modifications or improvements for which the cost is expected to exceed \$5,000.

2. DISCUSSION:

Campus activities often initiate or submit requests for projects without the necessary coordination to facilitate proper programming, budgeting and execution of the work. Resulting has been the initiation of projects without Executive Staff review, uncoordinated project scope changes, confusion over what specific project is being considered, questions on who has the authority to make project decisions, and the funding of several projects with the same programmed dollars. This has also resulted in inefficiencies and wasted efforts of the limited in-house engineering expertise we have available to complete essential projects for the College.

3. PROCEDURES:

The attached form with detailed instructions will be used to submit requests to the Vice President for Facilities and Engineering for any new construction or building renovations, modification or alteration involving an anticipated cost of greater than \$5,000. All requests for new work expected to cost less than \$5,000, and all repairs or emergency work requests will be submitted through the Physical Plant Work Order system. The form and associated project will only be considered when completed in accordance with the instructions provided.

4. PROPONENT:

The Vice President for Facilities and Engineering is the proponent for the establishment and use of this form. Any questions concerning its use or recommended changes will be submitted to his attention in writing.

FOR THE PRESIDENT:

OFFICIAL

CHARLES B. REGER  
Colonel, USAF, Retired  
Executive Assistant to the President

Attachment

Annex A, Work Request Form with Instructions

TO: VP for Facilities and Engineering

DATE: \_\_\_\_\_

THRU: VP for Finance and Business Affairs

SUBJECT: Work Request for New Construction, and/or Building Renovations,  
Alterations or Modifications

1 Department or Activity Submitting Request: \_\_\_\_\_

\_\_\_\_\_

2. Project Contact Person and Phone Number: \_\_\_\_\_

\_\_\_\_\_

3. Project Location: \_\_\_\_\_

\_\_\_\_\_

4. Project Title: \_\_\_\_\_

\_\_\_\_\_

5. Estimated Cost of Construction or Improvement: \_\_\_\_\_

\_\_\_\_\_

6. Project Description: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

7. Purpose of Project and Required Completion Date: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

8. Impact of Project on Other Activities: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

9. Unique Project Requirements: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

10. Source(s) of Project Funds (See Instructions): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
(Signature of Supervising Executive Staff  
Member and Title Block)

VP for Finance and Business Affairs: Concur/Nonconcur \_\_\_\_\_  
(Circle one) (Initials)

Date: \_\_\_\_\_

**PROJECT NUMBER** \_\_\_\_\_

ANNEX A 2

## **INSTRUCTIONS FOR USE OF NEW WORK REQUEST**

The format provided will be used by all activities at The Citadel for submitting requests for new construction and/or any building renovation, modifications or alteration involving an anticipated expenditure of greater than \$5,000. All requests for new work expected to cost less than \$5,000 and all repairs or emergency work requests will be submitted through the Physical Plant Work Order System.

This request and consideration of the project will only be accepted when signed and submitted by the Executive Staff level person (Vice president, Commandant, Director of Athletics) having oversight of the department or activity initiating the request. It will be forwarded to the Vice President for Finance and Business Affairs for coordination to certify the availability of funds, who will then forward it to the Vice President for Facilities and Engineering for action.

Concerning specific information requested:

- a. "Department or Activity Submitting Document" and "Project Contact Person" are self-explanatory. Include the originator of the request if different from the Contact Person.
- b. The name of the building and a specific room number must be given for "Project Location". If a location on the ground, describe the location to the best of your ability.
- c. Provide a brief "Project Title" to identify the project. This title will be used throughout the duration of the project and should be related to the project description. For example: Bond 166 Classroom Renovation and Multi-Media Improvements.
- d. Provide the "Estimated Construction Cost", if known. If required, solicit the assistance of the Construction Management Office and/or Physical Plant to develop an estimate.
- e. The "Description of Project" should define the scope of work to the best of your ability. Give space requirements, type of space (office, classroom, locker room, etc.), occupancy requirements (number of seats, desks, etc.), lighting requirements, finishes or any other information to adequately describe the project.
- f. At "Purpose of Project and Required Completion Date" provide why this project is needed. Outline any safety concerns, requirements to handle additional staff personnel or improvements required to enhance efficiency or effectiveness. Indicate why the project must be completed by the given completion date.

ANNEX A 3

- g. Indicate at “Impact of Project on Other Activities” any activity relocations, displacement of parking or other impact this project will have on current operations or another Citadel activity.
- h. At “Unique Project Requirements” indicate any special project requirements, which may include additional telephone/data, electrical service, or safety items.
- i. The source of funds or an account number to accomplish the work will be provided at “Source of Project Funds”. The Account Number and dollar amount from each source must be included.
- j. All project requests will contain the signature and title block of the supervising Executive Staff member.
- k. All project requests will be coordinated with the Vice President for Finance and Business Affairs to review the project and verify the source of funds.
- l. A “Project Number” will be provided by the Vice President for Facilities and Engineering.