

<b>SUBJECT:</b> Projects for Privately Owned Greek Houses	<b>Effective Date:</b> 2/12/21	<b>Procedure Number:</b> FS 2012 FPC0004	
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	<b>Responsible Authority:</b> Associate Vice President, Administration and Finance (Facilities and Safety)		

**APPLICABILITY/ACCOUNTABILITY:**

This procedure applies to all projects for privately owned Greek Houses on the UCF campus.

**PROCEDURE STATEMENT:**

All construction projects on campus, including new construction, remodeling, and renovation of existing facilities or grounds, are managed by UCF Facilities Planning and Construction (**FP&C**) to ensure required permits are in place, the project conforms to the university master plan, the construction is performed in accordance with UCF Standards, policies and procedures, and the as-built conditions are properly documented. FP&C charges a Project Management Fee, based on project cost, for this oversight.

To initiate a new project, privately owned Greek Houses must submit a Minor Project Request (**MPR**) through FP&C's e-Builder project management software for construction projects up to \$4 million. Any construction projects over \$4 million must be discussed with FP&C, and proper approvals obtained.

Privately owned Greek Houses may select their own contractors, and must pay for all construction costs, including design, permitting, and construction.

**DEFINITIONS:**

**New Construction.** Any construction of a building or unit of a building in which the entire work is new, or an entirely new addition connected to an existing building, or which adds additional square footage.

**Remodeling.** The changing of existing facilities by rearrangement of spaces and their use.

**Renovation.** The rejuvenating or upgrading of existing facilities by installation or replacement of material and equipment, such as interior or exterior reconditioning; air-conditioning, heating,

or ventilating equipment; fire alarm systems; electrical systems; roof replacement, and upgrades and replacement of infrastructure.

**Greek House Representative (GHR).** The designated contact for the Greek organization requesting services.

**Campus Client.** The Director, Greek Housing for University Fraternity and Sorority Life, or designee, who serves as the UCF point of contact for the project.

**PROCEDURE:**

1. The GHR will notify the Campus Client regarding any desired construction.
2. The Campus Client will submit a MPR to FP&C.
3. FP&C will assign a Project Manager (PM) to oversee the project.
4. The PM will advise of the GHR of the Project Management Fee, which the GHR will pay to FP&C concurrently with the payment of the permitting fee to the UCF Building Code Office.

**RELATED INFORMATION:**

<https://fp.ucf.edu/>

<https://fs.ucf.edu/policy>

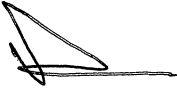
<https://app.e-builder.net/da2/Home/index.aspx>

<https://fsl.sdes.ucf.edu/>

<https://policies.ucf.edu/documents/3-114.pdf>

**FORMS:**

Minor Project Request Form: <https://fp.ucf.edu/minor-projects/>

Approved By:	Date Approved:
	2/18/21
Duane Siemen Interim Associate Vice President Administration and Finance Facilities and Safety	