



9.2.3 Design and Engineering

Chapter 9 - Facilities	Original Effective Date: June 2000
Section: 9.2 Facilities Management	Date Last Reviewed: July 2021
Responsible Entity: AVP for Facilities, Security and Risk Management	Date Last Revised: July 2021

I. Purpose

To establish Design and Engineering requirements for all new construction, renovation, alteration, or demolition projects administered or performed on UT Health San Antonio facilities.

II. Scope

This policy applies to all construction projects in all buildings, facilities and on all campuses whether owned, leased, or otherwise controlled by UT Health San Antonio.

III. Policy

The Design and Engineering division of Facilities Management will assist in preparing design development and final design plans as requested.

A. Process

1. All final plans, upon approval by the requesting department, should be signed by the department head or their authorized designee and approved by the Dean and Vice President offices and returned to Facilities Management.
2. Once approved plans are received by Facilities Management, they may be routed to Facilities Management estimators, if an estimate was requested, or routed to Facilities Management Construction for completion of the requested work.
3. If after a service request has been approved, and changes or cancellation of the work is required, Facilities Management must be notified by memo, signed by an authorized representative of the department issuing the original service request.
4. All approved work request estimates amounting to more than \$500 will be encumbered by the Office of Accounting.
5. Prior to preparation of cost estimates, design or construction effort, any Facilities Management work request which would result in the creation or renovation of a

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space to house computing and/or telecommunications hardware, must be approved by the Vice President and Chief Information Officer.

- a. This does not include general renovation which includes personal computers needed to perform the daily business of the department. Appropriate Facilities Management staff will coordinate this action with the Chief Information Officer staff prior to proceeding with the Facilities Management work order.
- b. UT Health San Antonio seeks opportunities to consolidate information technology infrastructure resources (hardware and software) into Information Management Services (IMS). Infrastructure centralization provides both security enhancements and operational efficiencies including: elevated physical security, standardized computer operations support consistent with policy compliance, 24x7 monitoring, as well as reduced operational and environmental costs.

B. Work Order Reviews and Approvals

Certain departmentally approved service request must receive administrative approval before construction will begin. It is the responsibility of the requesting party to obtain approval from their department Chair or administrative Director for work that is below \$50,000. If the work exceeds \$50,000 it is the responsibility of the department to request to Administration through the appropriate Dean or Vice President.

1. The Associate Vice President for Facilities, Safety and Risk Management must approve all projects with final designs and estimates that:
 - a. Require institutional funding;
 - b. Exceed \$50,000 of departmental funding, and
 - c. Exceed Facilities Management's authorized scope.
2. The Executive Council on Space Management approval of a project must be obtained with final designs and estimates that:
 - a. Exceed \$200,000 of institutional funding;
 - b. Exceed \$350,000 of departmental funding; and
 - c. Change space assignments of function of an area (e.g., office to lab, lab to office, etc.)

In those cases where a final estimate is not required, Facilities Management shall determine a non-binding range estimate that will require the same approval process as outlined above.

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C. Use of an Outside Contractor

1. If an outside contractor is being considered, early involvement of Facilities Management is necessary to ensure proper workmanship complimentary to the facility.
2. All work performed by an outside contractor, whether under contract by Facilities Management or by any other institutional department, must obtain a permit using the joint Environmental, Health & Safety and Facilities Management permitting process. There is no charge to obtain this permit; however, work may not be performed until a permit is approved. Work that is performed without an approved permit is subject to removal or correction to conform with the institutional standards, the University of Texas System policies, appropriate building codes, and other governmental regulatory agencies. The cost of corrections is the responsibility of the department who contractually engaged the outside contractor.
3. All construction, remodeling, or installation of real property must be reviewed and managed by Facilities Management to ensure compliance with the University of Texas System policies, appropriate building codes, and other governmental regulatory agencies.

D. Asbestos Testing

The Texas Department of Health asbestos regulations require that all building components be tested for the presence of Asbestos Containing Building Material (ACBM) prior to any type of disturbance to that building component. Facilities Management has licensed asbestos inspectors on staff to assure that all work is accomplished within the scope of the Texas Department of Health regulations.

Departmental administrators must not allow their employees or outside vendors to drill holes, sand, punch holes (hang pictures), or manipulate in any wall, ceiling, floor, countertop, or any other building component without written approval from Facilities Management. Questions concerning asbestos issues should be directed to the Design and Engineering division of Facilities Management.

E. New Furniture Installation Review

1. All new furniture installations must be submitted to Facilities Management Design and Engineering for compliance and accessibility review prior to procurement of furniture. This review is to be submitted to Facilities Management through the work order request form.
2. Once a work order request is received and accepted, the designated department contact is required to provide Facilities Management Design and Engineering a proposed furniture plan for review.
3. After the compliance review is completed, any infrastructure modifications or furniture modifications will be coordinated with the department prior to the installation of the furniture.

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4. When all required design coordination is completed, Facilities Management will notify the UT Health San Antonio Purchasing Department that procurement of the furniture may proceed.
5. Scheduling of any infrastructure work required prior to the installation of the furniture will be coordinated with Facilities Management Construction staff and the designated department contact.

IV. Definitions

There are no defined terms used in this Policy.

V. Related References

[Service Request System](#)

VI. Review and Approval History

- A. The approving authority of this policy is the University Executive Committee.
- B. The review frequency cycle is set for three years following the last review date, a time period that is not mandated by regulatory, accreditation, or other authority.

Effective Date	Action Taken	Approved By	Date Approved
6/2000	Policy Origination		
6/2017	Policy Revision		
7/2021	Policy Revision, discretionary edits		