Procedure

Projects of wide general importance and/or interest to the campus community should be posted on the Physical Resources website, and updated regularly. The Project Manager is responsible for providing the data for posting to the Finance and Administration staff assigned the task of maintaining and updating the website.

Updates should include at least the following points:
1. project name;
2. project description;
3. estimated completion date;
4. name, extension and email address of the DEC project manager
5. name, extension and email address of the construction coordinator
6. name of designer: could be an external firm or DEC (no individual names); and
7. name of contractor.

Graphics could include design plans, perspectives and photographs taken throughout construction. No sensitive or personally identifiable data (i.e. names of room occupants, etc.) is to be provided.