Physical Resources Standard Operating Procedure

1.2.9 Requesting Work and/or Project Estimates for Minor Alterations/Renovations and Similar Work

Effective Date: August, 2016
Revision Date: N/A
Position/Signature: Director, Design, Engineering and Construction

Purpose

To provide guidelines for requesting projects, minor alterations/renovations and similar work. Note: The costs of projects as well as minor alterations/renovations and similar work are paid by the requestor. Any change of use may have building code and/or building infrastructure implications.

Scope

All work not of a maintenance nature. Note: All requests for work which are of a maintenance nature must be called in to the Physical Resources Work Order Desk (ext. 53854) or e-mailed to wo@uoguelph.ca.

Definitions

DEC: Design, Engineering and Construction.
Projects: Work which has been estimated to cost over $5,000 and must be approved as outlined below.

Procedure

1. Requests for Work

Submit a work request by contacting the Work Order Desk by phone (ext. 53854) or e-mail (wo@uoguelph.ca).

Requests for Minor Alterations/Renovations and Similar Work Completed as a Work Order

It is not necessary to initiate a formal project if:

- The work is estimated to cost less than $5,000;
- A building permit is not required; and
- The work can be done by a Physical Resources trades shop or an external contractor.

These requests will be processed as a chargeable Work Order.

2. Requests for Estimate

Departmental requests for estimates for projects, minor alterations/renovations or similar work are initiated by DEC upon receipt of a completed Work Request Form. DEC project managers shall review and approve the initial estimate and ensure all building code requirements are included in this initial estimate before it is submitted to the client for approval.

Approved Estimates
If the requestor approves the estimated cost, has the necessary funds, and completes the project authorization process, DEC will issue the necessary documents to implement the project.

**Non-Approved Estimates**

It is the responsibility of the estimate requester to communicate to DEC staff regarding approval or rejection of a completed project estimate. Requesters will be given two (2) months to approve a project estimate. After that time, DEC staff will mark “No Response” and any other closing comments on the work order and forward the work order to administrative support staff to close out.

3. **Project Approval**

Refer to 1.2.10 Authorization of Funds for Projects, Minor Alterations/Renovations and Similar Work for information on how Physical Resources implements a project authorization.