



TEXAS TECH UNIVERSITY™

Operating Policy and Procedure

OP 61.13: Reporting Minor Construction and Renovation Data by Texas Tech University

DATE: July 15, 2022

PURPOSE: The purpose of this Operating Policy/Procedure (OP) is to establish a process for communicating project data between Texas Tech University and Texas Tech University System offices. This OP is intended to ensure that project data related to minor construction projects managed by Texas Tech University are communicated to the Office of Facilities Planning & Construction (FP&C) for inclusion in its database pursuant to Section 08.01.4.b, *Regents' Rules*.

REVIEW: This OP will be reviewed in April of even-numbered years by the Associate Vice President for Operations with substantive revisions forwarded to the Senior Vice President for Administration & Finance and Chief Financial Officer.

POLICY/PROCEDURE

1. General

- a. FP&C manages all Board of Regents approved construction projects that exceed \$4 million dollars for new construction or renovation. Texas Tech University Operations Division manages construction projects less than \$4 million dollars for new construction or renovation.
- b. FP&C maintains a database of projects managed by its office and projects exceeding \$500,000 managed by the Operations Division.

2. Responsibilities

- a. On a quarterly basis, Operations Division should provide a report to FP&C. The report should include the project name, projected completion date, general scope, and budget of new minor construction and repair and rehabilitation projects (see attachment for an example report). Once a project is complete, it will no longer be included on the report.
- b. Minor construction and repair and rehabilitation projects with a budget of \$500,000 or less do not need to be included on the report.
- c. Only projects related to facility repairs, construction, or renovation managed by the Operations Division will be reported. Routine maintenance projects do not need to be included on the report.
- d. The project report of all projects underway within the TTU System will be compiled and managed by FP&C within its database and shall be shared among the institutions on a quarterly basis.

[Attachment: Reporting Minor Project Data by Texas Tech University](#)