Flow Chart

Process & Procedure for Scheduled Maintenance Projects
Project Program Proposal (PPR)

INITIATION

College M&O

- Preliminary
  - Scope*
  - Budget
  - Funds
  - Folder
  - M&O get College Signatures

Preliminary Consent

CFO CHANCELLOR**

PROCESSING & APPROVAL

DIST. FACILITIES ADMIN

- Team Analysis
  - DSA/FLS/ADA Effects
  - Soft Costs
  - Hard Costs
  - Funds
  - Timeline
  - Formal Cost Estimate
  - Priority

DIST. FACILITIES PM/ADMIN

- Commence PPR
  - Long Form
  - Short Form
  - Admin copy to M&O get College Signatures

DISTRICT CFO

- Verify/Modify PPR
  - Accounting Codes
  - Funds
  - Budget
  - Other

DIST. FACILITIES ADMIN

- Confers with Chancellor (As Needed)**
  - Approves
  - Rejects
  - Modifies

- Final PPR Signed

EXECUTION

CONSTRUCTION

LEGEND

ADA AMERICANS WITH DISABILITIES ACT
ADMIN ADMINISTRATIVE ASSISTANT
BA BUSINESS ADMINISTRATOR
CFO CHIEF FINANCIAL OFFICER
DO DISTRICT OFFICE
DSA DIVISION OF STATE ARCHITECT

*PM will assist M&O as deemed necessary
**Chancellor reviews significant changes only

FLS FIRE, LIFE, SAFETY
M&O MAINTENANCE & OPERATIONS MANAGER
PM PROJECT MANAGER
SM SCHEDULE MAINTENANCE
SRID SAFETY REPAIRS IMPROVEMENT DISTRICT

PM-Prep RFP, WA, Contract, PO
ACC'TG- Banner, Issue PO
Controller-enter CM13/P6
Admin - College Sigs, BD Agenda
Prep Contracts

9-20-2012