Flow Chart

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

INITIATION

COLLEGE
President
Bus. Administrator
Faculty
Staff
M&O

PROJECT CRITERIA
Bond S
DSA
FLS
ADA
> $40K

DIST. FACILITIES ADMIN

Preliminary Consent
CHANCELLOR**

Preliminary

• Scope*
• Budget
• Funds
• Folder
• M&O get College
  Signatures

DIST. FACILITIES ADMIN

Team Analysis

• DSA/FLS/ADA Effects
• Soft Costs
• Hard Costs
• Funds
• Timeline
• Formal Cost Estimate
• Priority

Place Project On SM List

DIST. FACILITIES PM/ADMIN

Commerce PPR

• Long Form
• Short Form
• Admin copy to M&O
  get College
  Signatures
• Admin Get Facilities
  Signatures

Draft PPR

DISTRICT CFO

Verify/Modify PPR

• Accounting Codes
• Funds
• Budget
• Other

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

Final PPR Signed

DIST. FACILITIES ADMIN

Distributes PPR to

• PM
• ACCT’G
• CONTROLLER
• ADMIN

M&O
• Prep Contracts

CONSTRUCTION

EXECUTION

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