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**Topic**  
Physical Facilities  

**Policy Number**  
600-10  

**Reviewed Date**  
February 1, 1997  

**Responsible Office**  
Office of the Senior Vice Chancellor, Finance and Administration

**Purpose**

To ensure consistent standards of quality and proper coordination with existing structures and infrastructures, this policy requires that all design and engineering projects be coordinated through Facilities Management.

**Policy**

A. All projects that require architectural design and engineering consultation, regardless of size, scope, dollar value, or source of funds must be approved by Facilities Management prior to their initiation.

B. After conferring with the campus department requesting a construction or renovation project, Facilities Management will determine if the project should be done by campus design professionals or outside design professionals who have been approved according to University procedures.

**Responsibilities**

Contact Office of Origin (see above) with any questions.

**Related Policies**

- 550-12 - Environmental Health and Safety Purchasing Standards
- 550-14 - Environmental Health and Safety Permits
- 550-16 - Communication with Environmental Health and Safety Regulatory Agencies
- 600-11 - Construction Contracts
- 600-15 - Construction/Renovation Project Planning
- 600-18 - Building Maintenance
- 600-22 - Access to Building Mechanical Rooms and Electrical Vaults

**References**

- Policy on Affirmative Action in University Business Activities, Office of the President, 9/20/91
- UCSF Facilities Management Website

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