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**Topic**  
Physical Facilities [1]

**Policy Number**  
600-10

**Reviewed Date**  
February 1, 1997

**Responsible Office**

- Office of the Senior Vice Chancellor, Finance and Administration [2]

**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 [3]
- 550-14 - Environmental Health and Safety Permits [4]
- 550-16 - Communication with Environmental Health and Safety Regulatory Agencies [5]
- 600-11 - Construction Contracts [6]
- 600-18 - Building Maintenance [8]
- 600-22 - Access to Building Mechanical Rooms and Electrical Vaults [9]

**References**

- Policy on Affirmative Action in University Business Activities, Office of the President, 9/20/91
- UCSF Facilities Management Website [10]

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