

FACILITIES MANAGEMENT

SCOPE OF WORK

POLICY:

All construction projects at the University of Kansas, School of Medicine – Wichita will require a signed Scope of Work document prior to the start of each project.

PURPOSE:

The Scope of Work document is an agreement between the requesting person or department and the Facilities Management department. This agreement will serve as documentation of the work that is to be performed by the Facilities Management staff and should be signed by both parties prior to any construction or remodel work taking place.

PRODECURE:

The Facilities Management department will produce all necessary documentation required for construction, remodel or renovation taking place on the KUSM-W campus, including the Physical Plant Modification Request (PPMR) and all necessary drawings needed for KUMC approval.

In addition, a detailed Scope of Work document will be produced that defines the work to be done on any project. This document will not be needed for KUMC approval; rather it will be used locally as an agreement between the two parties. Both the requesting party and the Director of Facilities Management will sign the Scope of Work document, thereby agreeing on the extent of the Project. Any modifications to the original Scope of Work will require an Scope of Work Amendment, and may be submitted to KUMC for further review as necessary.

Signature: _____
Requestor & Department

Date: _____

Approved by: _____
Director, Facilities Management

Date: _____

Approved by: _____
Associate Dean for Administration

Date: _____

FACILITIES MANAGEMENT SCOPE OF WORK

Prepared by: _____ Department: _____ Date: _____

Funding Source/Speedtype: _____

Amount of Project _____

Requestor: _____
Name & Department

Date: _____

Approved by: _____
Director, Facilities Management

Date: _____

Approved by: _____
Associate Dean for Administration

Date: _____