

104 - Responsibilities of Eastern Kentucky University

104.1 Division of Facilities Management and Safety: The Capital Construction program, including design and construction of Capital Construction Projects, is the responsibility of Division of Facilities Management and Safety (DFMS). These administrative responsibilities include but are not limited to:

- Act as a liaison with the University Department Representative
- Assist in development of DFMS Project Management's Project Requirements
- Assist in project programming
- Develop project budgets
- Employ consultants
- Negotiate consultant fees
- Monitor design, construction, and commissioning
- Work with DFMS Associate Fiscal Management/Project Management and Purchasing Official to advertise and award construction contracts
- Review and approve changes in the DFMS Project Management's Project Requirements
- Review and approve Construction Documents and Commissioning Process Reports
- Conduct overall management of project funds
- Perform oversight of the Architect-Engineer, Contractors, and Commissioning Authority (when applicable).

DFMS will review the project design documents in relation to the program and the Owner's Project Requirements during the design process. DFMS Project Management will be consulted regarding any proposed project changes that affect the DFMS Project Management's Project Requirements or intended use of the project. DFMS Project Management will participate as part of the Commissioning team, throughout the design and construction phases.

Following each project phase review, DFMS Project Management will make recommendations to the University Department and the funding pertaining to their review of the project documents at that phase of the project. DFMS Project Management will sign the official Phase C Estimate of Construction Cost form as developed and submitted by the Architect-Engineer.

The Project Manager signs the title block of the Ready-to-Advertise drawings prior to the submission for bidding. This signature indicates that the University Department has reviewed and accepted the project and construction schedule as represented in the Ready-to-Advertise documents and agrees to the advertisement for bid proposals. This agreement by the Project Manager also indicates that the funding is in place to execute the project as submitted in the final Phase C Estimate of Construction Cost. The Project Manager shall maintain adequate allotments in the proper FOAPAL and cash in the account throughout design and construction of the project.

104.2 NOT USED

104.3 University Department Responsibilities: The University Department provides the program and Department Project Requirements to Division Facilities Management and Safety. If the University Department has no program or Owner's Project Requirements, Division Facilities Management and Safety will contract these services.

The University Department appoints a representative to attend project meetings during construction of the project. The University Department Representative consults with the Project Manager on all project-related issues. The University Department Representative is charged with

ensuring that any changes in the project during the construction are consistent with the DFMS Project Management's Project Requirements.

Upon Substantial Completion, the University Department assumes the following responsibilities:

- Reports all warranty issues to Facilities Management and Safety
- Participates in the end-of-warranty inspection
- Participates in the extended Phase D services on projects seeking LEED certification.

104.4 Department of Housing Building and Construction Responsibilities:

<https://dhbc.ky.gov/>

Plan Review and Inspection: The following is an excerpt from the Kentucky Building Code.

SECTION 104 - JURISDICTION FOR PLAN REVIEW AND INSPECTION

104.1.7 State buildings exempt. *Buildings owned by the Commonwealth shall not be subject to local plan review, inspection, or approval, regardless of size, occupant load or occupancy classification.*

104.2 State jurisdiction. *The Office (Department of Housing Building and Construction) shall have jurisdiction to review construction documents, issue permits, and make inspections to determine compliance with this code for the buildings listed in Sections 104.2.1 through 104.2.8 and all buildings except single-family dwellings where no local building inspection program exists as required by Section 103.4 of this code.*

104.2.8 State-owned buildings. *All buildings owned by the Commonwealth regardless of occupancy classification or size.*