



Policy Chapter: Chapter 11 Facilities

Policy Number and Title: 11.009 Construction Projects

I. Policy Statement

To establish procedures for Construction activity affecting all University of North Texas buildings, facilities, and property in a safe, cost-effective manner that is consistent with laws and regulations of the State of Texas and UNT System Regents Rules.

II. Application of Policy

All Construction Projects on All Buildings, Facilities, and Property.

III. Policy Definitions

A. Alteration

“Alteration,” in this policy, means any change or modification to any structural, architectural, mechanical, or electrical component of a building or facility.

B. Construction

“Construction,” in this policy, means Alteration, New Construction, and Repair and Renovation.

C. Major Project

“Major Project,” in this policy, means (a) a New Construction Project with a total Project Cost of \$1,000,000 or more; (b) a Repair and Renovation Project with a total Project Cost of \$2,000,000 or more; (c) any Project required by statute to be approved by student election; and (d) regardless of dollar value, any Project specifically designated by the Board of Regents (Board) to be a Major Project.

D. Minor Project

“Minor Project,” in this policy, means (a) a New Construction Project with a total Project Cost of less than \$1,000,000; and (b) a Repair and Renovation Project with a total Project Cost of less than \$2,000,000.

E. New Construction

“New Construction,” in this policy, means the creation of a new building, facility, or outdoor space; the addition to an existing building, facility, or outdoor space; or new infrastructure that does not currently exist on a campus.

F. Project

“Project,” in this policy, means the New Construction, Repair and Renovation, or Alteration of a campus building, facility, outdoor space, or its infrastructure, which exceeds \$5,000 or is determined by the Work Request Review Panel to best be executed as a Project to ensure

proper coordination and cost accounting.

G. Project Cost

“Project Cost,” in this policy, means, but shall not be limited to, the cost of Construction, installed equipment, architectural, engineering and legal expenses, cost of surveys, plans and specifications, site development, and other expenses required to execute a Project.

H. Repair and Renovation

“Repair and Renovation,” in this policy, means repairs or upgrades to an existing building, facility, or outdoor space, or existing infrastructure, including the finish-out of shell space.

I. Work Request Review Panel

“Work Request Review Panel,” in this policy, means a committee which reviews all requests for facility Alteration, New Construction, Repair and Renovation, or other items often deemed “enhancement” work. Panel membership is chaired by the University Facilities Department (University Facilities) and includes membership described in a Facilities procedure.

IV. Policy Responsibilities

A. Generally

This policy addresses the administration of construction projects under University administration as established by Regent Rule 11.200, Construction Projects.

B. Project Administration

All construction projects on the University will be administered by University Facilities or Strategic Infrastructure, Planning, and Construction.

1. Acting on behalf of the President, University Facilities has the responsibility for executing maintenance, repair, upkeep, remodeling, alterations, furnishings, and additions to University facilities and property regardless of scope. This includes the general structures; all mechanical, electrical, and plumbing systems; all infrastructure including fire and life safety systems, roads, grounds, landscape, and hardscape; and equipment and modular furniture systems that impact building systems.
2. Exceptions to this are: (a) electronic security systems maintained by the University Police; (b) Information Technology (IT) infrastructure maintenance; (c) food service equipment maintained by Auxiliary Services Dining or University Union; (d) minor maintenance (e.g. replacing damaged ceiling tiles, tightening loose chair rails, and interior patch and paint work) overseen by appropriately trained staff employed by University Union, Recreational Sports and/or University Athletics; (e) departmental and principal investigator research equipment; (f) housekeeping performed by Auxiliary Services Union and Residence Hall custodial staff; and (g) Digital Strategy and Innovation (DSI) Tech.
3. Alterations to facilities associated with activities listed in the preceding paragraph must

be approved in advance with University Facilities to ensure code compliance, safety, and maintainability. These efforts are generally not funded from University Facilities operational budget which is focused on maintenance and repair.

4. Project management fees will be assessed for UNT System Office of Facilities Planning and Construction managed Projects in accordance with direction from the Chancellor, according to Regents Rules. University Facilities managed Projects are not subject to fees.

C. Project Requests and Approvals

1. Minor Projects

All Minor Projects must be processed through University Facilities for review, coordination, execution and/or oversight. UNT Facilities standard operating procedure specifies documentation and process.

2. Major Projects

Major Projects must be pre-approved by the Board of Regents in the annual Capital Improvement Plan and any subsequent amendments thereto. UNT System establishes submission procedures for Major Projects.

D. Project Design

1. General Project Design

Design of all campus Projects will be consistent with the University Master Plan. When required by building code or other regulation, Project plans will be prepared by registered licensed professionals, whether on staff or contracted. Any selection of outside vendor design professionals and consultants will be consistent with the laws and regulations of the State of Texas, applicable UNT System Regent Rules, UNT System Regulations, and University policies and procedures.

2. Project Phasing

Funding and/or schedules may require project phasing. If phasing is required, the phases shall be identified during the Project approval process outlined above. If the need for project phasing is determined after the Project approval process, the appropriate notification and approval must be given and obtained in accordance with section above on Project Requests and Approvals. Project phasing may not be used to alter Major/Minor Project classification, HUB requirements, or procurement methods.

3. Design Review Board

Projects impacting the exterior aesthetics of the campus will be submitted by the Associate Vice President of Facilities for review by the Design Review Board as outlined by the University Master Plan.

4. Construction Code Compliance

All projects under campus administration will be constructed in compliance with the International Code Council (ICC), NFPA Codes, Life Safety Code, Elimination of Architectural Barriers Act (Texas Government Code, Chapter 469), and follow the interpretations, policies, and procedures as issued by the designated UNT System Authority Having Jurisdiction and as established by Regent’s Rule 11.200, Construction Projects.

5. Campus Design Standards

All projects under campus administration will be consistent with established University Design and Construction Standards (UDCS).

E. Procurement

All procurement will be consistent with the laws and regulations of the State of Texas, applicable UNT System Regent Rules, UNT System Regulations, and University policies and procedures.

F. Valuation of a Project

If a Minor Project budget is increased to meet the definition of a Major Project, notification shall be made to the Vice Chancellor of Facilities Planning and Construction for inclusion in or amendment to the Capital Improvement Plan. Plan approval, including the Project budget increase, by the Board of Regents is required prior to the increase in Project Costs being incurred (see Regent Rule 11.200 Construction Projects).

V. References and Cross-References

- [UNT System Board of Regents Rule 11.100, Master Plan](#)
- [UNT System Board of Regents Rule 11.200, Construction and Repair and Renovation Projects](#)
- [UNT System Board of Regents Rule 11.600, Use of Buildings, Facilities, Structures and Outdoor Spaces](#)

VI. Revision History

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