

Design and Construction

Eastern Illinois University

Facilities Planning and Management

Goals and Objectives

The Design and Construction Unit is committed to providing Campus Customers with design and Construction services:

On Time, On Cost, and On Design

The Campus Projects Department is currently responsible for 25 plus construction projects totaling \$80 million, in various stages of development. The companion Renovations and Alteration Department (which is responsible for in-house design and construction projects) has 45 projects totaling in excess of \$2,000,000 on its list.

Campus Projects is staffed with the Manager Stephen Shrake, Architect Rex Hilligoss, and Mechanical Engineer, Chad Weber. Some management responsibilities are contracted out to consultants.

Project Management

To manage these projects effectively, we must utilize formal PROJECT MANAGEMENT techniques, regardless of the size of the projects. All members of the team, the owner, the users, the architect and the contractors must utilize and understand Project Management techniques that include scheduling, budgeting, assignment of resources, monitoring progress and reporting. The motto of the unit must be "Plan the Work and Work the Plan".

All projects require realistic schedules that include a detailed Work Breakdown Structure, from contract signing through project closeout, and that are monitored and updated. Most projects have Board approval dates at the front of a project and move-in deadline dates at the close.

Project Management must be a part of the A/E's established procedures and should be delineated in an office "Project Management Manual".

Quality Assurance / Quality Control

To be effective in managing Campus Projects, EIU staff must focus its efforts at the “front” end of a project. Excessive contract administration and change order processing seriously diminishes our ability to manage work in the initial phases of a project. Management of the construction process and minimizing change orders are of particular importance.

A/E's must exhibit knowledge of QA/QC methods. Firms should have an established Quality Assurance manual. Quality Assurance should begin with a formal written plan, which indicates specific methods to ensure Quality.

Quality Control should be checklist based and include constructability and conflict reviews. QC procedures can be conducted in-house or contracted to outside firms. Redi-check and other proprietary systems are particularly favored. Executed checklists should be submitted with review drawings.

Safety and Security

This campus is occupied almost year round. There are numerous camps and conferences during the summer which occupy many of the residence halls. Safety and security for students and faculty during construction is of importance. All construction sites must be “designed” and provision made for contractor access, storage and parking. All construction sites must be fenced with portable chain link fencing. Orange snow fence is not permitted. Sites must be monitored continually to ensure that fences and other barriers are maintained in place and effective.

All construction in occupied buildings must consider the safety, security and access of the occupants of the space. Mechanical systems must be separated between construction and occupied spaces. Projects must be planned from the beginning to consider the affect on the campus community.

Communications

It is a goal of *Design and Construction* to keep the campus community informed of activities that affect their space. Classes may be scheduled into alternate locations and traffic may be rerouted, but it is necessary to inform the campus community in a timely manner. For us to accomplish this it is necessary for the A/E to inform us of current project status. A/E's shall fax or e-mail a one page project status report to *Design and Construction* every Wednesday from the beginning of design to project closeout. This report is circulated through the department and is as an effective tool to assist us in informing the campus community.

Use of E-mail is essential. We look forward to the day when we can manage projects on the web.