

POLICIES and PROCEDURES

Office of Facilities & Operations

Campus Planning & Construction Services

January, 2017

Policy statement

This manual provides basic insight into the processes and actions of the Office of Facilities & Operations – Campus Planning & Construction Services [FO-CPCS]. Additionally, the manual defines office policies and procedures including levels of authority, responsibility, and assigned duties.

The office of FO-CPCS contributes to the physical development and enhancement of the American University in Cairo [AUC] by managing construction projects.

A construction project is defined as any new building, building renovation, building addition, building remodel, space allocation, major building repair, exterior site work, or infrastructure project. The Office of FO-CPCS is committed to providing the highest level of service and a professional approach to constructing exceptional quality projects which meet budget and schedule goals.

Reason for Policy / Purpose

The purpose of the office of FO-CPCS is to address and provide a wide range of services to facilitate the renovation of existing and construction of new AUC facilities in a cost-effective manner for the benefit of the University in accordance with its guidelines. The office of FO-CPCS strives to advance the image and reputation of its team by interacting with our peers and the construction industry in a professional and knowledgeable manner, and by participating in activities that allow for the interchange of information and best practices.

Who Approved This Policy

Title: Chief Engineer, Facilities & Operations

Name: Osama Zayed

Title: EVP for Administration & Finance

Name: Brian MacDougall

Who Needs to Know This Policy

- The entire AUC community
- Departments in direct operation relations:
 - Supply Chain Management
 - Security
 - Safety
 - Information Technology
 - Facilities & Operations
 - Legal Affairs
 - Controller Office
 - Budget Office
 - Internal Auditors Office

Web Address for this Policy

https://documents.aucegypt.edu/Docs/about_Policies/Campus%20Planning%20and%20Construction%20Services%20Policies%20and%20Procedures%20Manual.pdf

Contacts

1. Responsible University Official: **Osama Zayed – Chief Engineer, Facilities & Operations**
2. Responsible University Office: **Office of Campus Planning and Construction Services (CPCS)**

If you have any questions you may:

- Call extension: **4213 – F&O Technical Support Engineer**
- Call extension: **4925 – Projects Administration Manager**
- Send an e-mail to cpcs@aucegypt.edu

Definitions

Term	Definition as it relates to this policy
FO	Facilities & Operations
CPCS	Campus Planning & Construction Services
BMF	Building Modification Form

Policy/Procedures

CHAPTER ONE: GENERAL INFORMATION

01.01.00 – Mission Statement

Our mission is to address and provide a wide range of construction services, including engineering and project management, for all AUC facilities in a professional, cost effective and timely manner.

01.02.00 – Vision Statement

Our vision is to be recognized by the AUC community as a valued resource and trusted, strategic partner that can carry out all assigned tasks with a high level of professionalism, honesty and commitment.

01.03.00 – Core Values**➤ Commitment**

We take responsibility for our work and actions.

➤ Safety

We work together to promote safety and awareness.

➤ Dedication

We are dedicated to striving for excellence.

➤ Innovation

We continuously learn, develop and improve.

➤ Team work

We believe that success is a product of teamwork.

➤ Community

The AUC community is our main concern and we attempt to maintain good relationships with everyone.

01.04.00 – Objectives

- Ensure that all of our projects will be executed according to the relevant design drawings, codes, and requested specifications.
- Limit Change Orders in such a way that does not create differences between the estimated and actual cost of the project.
- Assure that the actual execution time matches the estimated time schedule without a time delay.
- Apply safety measures.
- Ensure quality control and assurance throughout the different stages of a project by continuous follow up and supervision.

01.05.00 – Projects Priority Order

1. High Priority for Safety & Security Requirements
2. Organizational Projects
3. Space Modification and/ or Additional
4. Engineering Systems (Operations)
5. Maintenance
6. Furniture
7. Signage

CHAPTER TWO: TYPES OF PROJECTS

02.01.00 – Major Projects

Any project that has a total cost ***EQUAL TO or OVER EGP 2,250,000*** is considered to be a major project or permanent improvement project.

Total cost includes all architectural and engineering services, planning services, specialty consultants and construction, master plans and feasibility studies.

Other items may be considered as major projects, such as land acquisitions, building or structure acquisitions, building demolition and leases.

02.02.00 – Minor Projects

Any project that has a total cost ***UNDER EGP 2,250,000 and OVER EGP 1,000,000*** is considered to be a minor project

02.03.00 – Small Projects

Any project that has a total cost ***UNDER EGP 1,000,000 and OVER EGP 50,000*** is considered to be a small project.

02.03.001 Tasks

Any project that has a total cost ***EQUAL TO or UNDER EGP 50,000*** will be considered as a task.

Forms/Instructions

BMF - Building Modification Form

<http://in.aucegypt.edu/offices/facilities-and-operations/building-modification-form>

General Instructions:

- The CPCS office uses a first come, first served basis in dealing with all requests / projects.
- Emergent / strategic projects will have priority to be implemented.
- For any non-maintenance requests, the Building Modification Form should be filled and submitted to **cpcs@aucegypt.edu**
- Any request that is submitted after April 30th, will be deferred to the next Fiscal Year, if it gets the needed approvals (as shown in BFM). It will be considered as unplanned project.
- For unplanned projects (requested after April 30th), **the requesting** department may be charged if there no budget to support the project.


- Furniture will be provided through CPCS only in the following cases:
1. Additional hiring of staff / faculty members.
 2. Total change in the work space to increase its efficiency.
 3. Moving the unit to another space in which changing the furniture is a must.
 4. Other than that, CPCS will evaluate furniture requests. If there is a good justification to change or add furniture, the department will be charged for this.

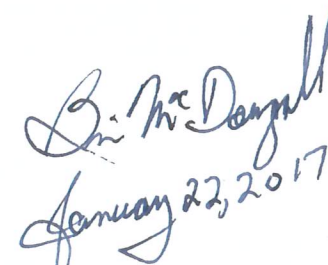
Related Information

The Office of Facilities & Operations – Campus Planning & Construction Services is responsible for updating this manual every three years and reserves the right to make amendments and changes as may be required in view of the benefit of the American University in Cairo community.

History/Revision Dates

Origination Date: February, 2015
Last Amended Date: January, 2017
Next Review Date: January, 2018

 1811
2017

 January 22, 2017