



**Facilities Planning and Design for Major Capital
Projects Policy**

Responsible Official: **Chief Operating Officer**

Responsible Office: **Facilities Management**

Policy Purpose

This policy specifies ETSU's responsibilities for the planning and design of any East Tennessee University (ETSU) Major Capital Project.

Policy Statement

Prior to proceeding with preplanning or design of any Major Capital Project, ETSU Capital Planning and Design, in coordination with the Chief Operating Officer (COO) and a representative of the affected University department(s) or program(s), shall develop a comprehensive program statement for the project.

The program statement shall set forth the scope of the proposed project and the functional requirements to be satisfied and must be approved by ETSU Capital Planning and Design, the COO, and the President or designee.

The program statement shall be the basis for the preplanning and design of the project.

The Associate Vice President of Facilities Management shall ensure that the preplanning, design, and final plans of each project are carried out in conformance with the approved program statement.

Authority: T.C.A. § 49-8-203, et seq.

Previous Policy: TBR Policy Facilities Planning & Design: 4.01.02.30

Defined Terms

A defined term has a special meaning within the context of this policy.

Major Capital Project

Any ETSU Capital project, for which an architect or engineer is engaged, having a minimum threshold value/cost of \$100,000.00.

Policy History

Effective Date: 12/15/2021

Revision Dates:

Procedure

Procedure History

Effective Date: 12/15/2021

Revision Date:

Related Form(s)

Scope and Applicability

Primary: Facilities Management

Secondary: Capital Planning and Design