

 BOND UNIVERSITY	APPROVAL OF WORKS TO UNIVERSITY BUILDINGS AND SITE INFRASTRUCTURE PROCEDURE
Contact person	Director, Facilities Management
Date first approved	1 August 2008
Approval Authority	Vice President Operations
Date of next review	24 July 2022

1. PURPOSE AND OBJECTIVES

This Procedure aims to ensure a coordinated response to University needs and to ensure that all University building [works](#) comply with approved University framework plans, existing building codes and Federal and State Acts, occupational health and safety legislation, contractual obligations and other related University policies and standards. In addition, this Procedure will allow the University to maintain accurate asset and space data for maintenance scheduling and facilities and asset management. All works and asset related data is recorded in the University's asset management databases.

2. AUDIENCE AND APPLICATION

This Procedure applies to all building work regardless of scope or funding source. Works are inclusive of, but not limited to, the following building, equipment and ancillary assets:

- New buildings including major refurbishment;
- Building services, including heating, ventilation, air conditioning, exhaust or control systems;
- Electrical services, including lighting;
- Fire systems;
- Permanent communications cabling;
- Gas storage systems;
- Compressed air, gas steam generators or boilers;
- Water or waste systems and connection of equipment to such systems;
- Building fabric (including asbestos removal);
- Security and/or locking systems;
- Dangerous goods and storage facilities;
- Fume cupboards, hoods or laminar flow units;
- Heavy loadings, including research activities, artwork, sculptures and hanging of pictures;
- Application of any device, structure or treatment which alters the external appearance of a building including external signs, painting or landscape work;
- Lifts, hoist and cranes;
- Universal access to buildings;
- Site infrastructures such as fences, roads, footpaths, landscaping, sports playing fields and ancillary facilities, vegetation and in-ground services.

Activities not covered under the Procedure include installation of loose furniture and fittings or research equipment that does not impact upon the built environment or site infrastructure. Minor Works/Job Requests include new loose or fitted furniture.

Where uncertainty exists, Facilities Management is to be consulted.

3. ROLES AND RESPONSIBILITY

Role	Responsibility
Vice President Operations	Responsibility for the preparation of a submission for the construction of new buildings, or the major refurbishment of existing buildings is with the Vice President Operations for consideration by the Vice Chancellor and by the University Management Committee
University Council	It is the responsibility of the University Council to grant approval before any construction contracts can be executed. The funding for the construction of new buildings is subject to approval by Council, as is the related budget.
Director of Facilities Management	In respect to approved construction of new buildings and infrastructure, the Director of Facilities Management is the appointed project manager for the University and the

	<p>first point of contact in respect to the approved project.</p> <p>The Office of Facilities Management manages all maintenance and minor works on University buildings and site infrastructure. Existing financial delegations outline the appropriate University officer authorised to commit funds to works on University buildings and site infrastructure. There are procedures and processes to manage all stages of building works.</p>
Director, Information Technology Services	The Director, Information Technology Services is responsible for assessing permanent communications cabling and will liaise with the Director, Facilities Management as required.

4. WORK REQUESTS

4.1. Minor Capital Works funded by Faculty or Office

Minor capital works are works and/or refurbishments with a completed value of less than \$80,000 that have been approved through the annual budget process. Minor Works are not repairs and maintenance issues. Ongoing repairs and maintenance issues are to be appropriately addressed via the Facilities Infra Request Online System.

These requests are to be sent to Facilities Management via a [Minor Works Request](#) Form.

4.2. Major Capital Works

Major Capital Works are works and/or refurbishment with a completed value of greater than \$80,000 that have been considered and approved through the annual budget process.

Final decisions on major capital work requests will be typically made by the Vice President Operations.

4.3. Repairs and Maintenance Request

Repairs and Maintenance Requests are works to be carried out by Facilities Management staff in regard to ongoing repair and maintenance concerns to equipment, facilities and buildings.

These requests are to be submitted via the Facilities Infra Request Online System.

4.4. Unauthorised Works

Any works to University buildings or site infrastructure that have been undertaken by a Faculty or Office without approval may be removed or modified in cases where the work has compliance, safety, aesthetic or nuisance issues. All costs associated with the rectification of unapproved works will be charged to the responsible Faculty or Office.

5. DEFINITIONS, TERMS, ACRONYMS

Works New work, refurbishment, maintenance, replacement, additions, extensions or alterations

6. RELATED DOCUMENTS

[Minor Works Request Form](#)

[Campus Management Policy](#)

Building Design and Approval Procedure – Facilities Management

[Financial Delegations Policy](#)

7. MODIFICATION HISTORY

Date	Sections	Source	Details
10 May 2022			Policy (COR 5.16) converted to this Procedure
24 July 2019			