



Departmentally Funded Works Approval Procedures

Category or Type	Property Services
Originally approved by, and date	Director, Property Services Division , 6 May 2016
Last approved revision	1.0
Sponsor	Director, Property Services Division
Responsible Officer	Operations Manager, Property Services Division
Date Policy will take effect	6 May 2016
Review date	6 May 2018

Purpose

The purpose of these Procedures is to manage the approval process for Property Services works requests where the work is to be funded by the requesting department.

Organisational Scope

These Procedures apply to all University owned or leased buildings which are managed by the Property Services Division.

Definitions

Departmentally funded works - capital expenditure works which the Property Services Division is requested to undertake where the work is to be funded by the requesting department. The maximum value of such works is \$250,000.

Content

Even though the works covered by this procedure are funded by the department requesting the works, approval by the Property Services Division is still required. This is for two reasons - to comply with financial delegations for building works, and to ensure that works are consistent with the University's overall property requirements.

The process for approval is as follows:

1. The relevant Head of Department completes the Departmentally Funded Building Improvements and Adaptions request form, with assistance from the Facilities Manager for the building. The completed form must include the Head of Department's signature, and confirmation of the funding source.
2. The Department / Division completes its own internal approval process for the proposed works.
3. The Pro-Vice-Chancellor or Head of Division responsible for the Department approves the completed request form.
4. Request sent to the Facilities Manager for the building, who provides comment and then forwards it to the Manager, Maintenance and Facilities.
5. Manager, Maintenance and Facilities seeks comments from the Operations Unit, the Property Management Unit and the Strategy and Planning Unit, and then provides the request form and all comments to the Property Services Director.
6. Property Services Director approves or declines the request.
7. Facilities Manager advises the Department of the outcome, and actions the request if approved.

Related Policies, Procedures and Forms

Financial Delegations Policy
Financial Delegations Procedure
Departmentally Funded Building Improvements and Adaptions request form

Contact for further information about this Policy

If you have any queries regarding the content of this policy or need further clarification, contact the Operations Manager in the Property Services Division.

Implementation Process

Please complete the appropriate form for your area, accessed from the links below.

Health Sciences:
<http://otago.ac.nz/propertyservices/otago651543.pdf>

All other departments:
<http://otago.ac.nz/propertyservices/otago651544.pdf>