

MINOR PROJECT DEVELOPMENT

(Less than \$1.5M)

Minor projects are expedited through the Project Services section of Facilities Development and are typically charged to departmental funds. If no estimate is required, a Project Initiation Form can be submitted directly to Facilities Management for implementation. Clients can also submit work requests online to Facilities Management iService Desk at <https://fmrequests.sfu.ca>.

SERVICES AND RESPONSIBILITIES

The Project Services section coordinates and commissions selected new construction, as well as all alterations and renovations to existing buildings and is responsible for:

- Discussion of project requirements

Operating Budget or Special Source Projects

Requests from departments for projects not funded

Regulatory Approvals

All projects involving changes to electrical or mechanical systems, altering the building structure or moving walls, requires a building permit and inspection from the City of Burnaby. Application for the permit is made by Minor Projects, requires completed construction drawings and can take up to six weeks to receive.

Coordination

We act as liaison to coordinate the activities and requirements of user departments, contracted firms, and other SFU service departments involved in a project. This includes making arrangements for access and security on the jobsite, and planning work schedules to reduce inconvenience and hazards to the public and user departments.

Completion

The time required for a project depends on its size and complexity, as well as availability and delivery of materials. Projects are scheduled for each new fiscal year in coordination with the user department. Alterations which require the preparation of design drawings and a tendering process can usually be