

**STANDARD OPERATING PROCEDURE # FAC 3.013****Subject: University of West Florida Construction Project Cost Database**

**Purpose and Scope:** To formulate a departmental policy that provides direction in updating and maintaining a Campus Major Construction Project Cost Database, including design. The intent of the Campus Construction Project Cost Database is to capture major construction costs and provide a shared source of information.


**Procedures:**

1. The Assistant Director, FPC is responsible for collecting information from the Project Managers and updating the Campus Construction Project Database in a timely manner as soon as the contract for design and construction has been executed.
2. Locate the Campus Construction Project Database on the departmental server in the "Projects Database" folder.
3. ADD new project name and cost data (prior to any ADD modifications or Change Orders) and other information as required, in the appropriate field (i.e. Construction Management @ Risk, Design – Bid – Build, Site Utilities) within sixty (60) days after the final design and construction company payments.

**Developed by: Facilities Planning & Construction**

**Approved by:**

  
Mel Manor  
Director  
Facilities Planning & Construction

  
Dr. Melinda S. Bowers  
Associate Vice President  
Administration/Facilities Management