



UNIVERSITY OF WEST FLORIDA
Facilities Management

Pensacola, FL 32514-5750
Effective June 2010, Revised July 30, 2020
Reviewed: July 1, 2024

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

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