

# State System of Higher Education Facilities Manual

## Introduction

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This manual provides procedures for planning and programming facilities projects for the State System of Higher Education, Commonwealth of Pennsylvania. The State System's contract preparation manual addresses procedures for procurement of goods and services for operation of facilities. Facilities projects are projects funded by specific Commonwealth appropriations or financed by the State System for maintenance, repair, or renovation of existing facilities or for construction of new facilities. The method of financing determines the procedures used to plan and program a facilities project. The table in Figure 1 summarizes the various funding sources for facilities projects and indicates where in the manual the procedures for processing each type of project are discussed. Table Int-2 summarizes the approval authority for proceeding with facilities projects, as identified in the respective volumes of this manual. This manual explains the different procedures for each method of financing and the planning and programming system used by the State System of Higher Education from identification of a deficiency to project approval for design and construction. The procedures for design and construction of a facilities project are specified in the State System's *Administrative Procedures for Professional Services* and *Contract Procurement of Facilities Projects* manuals.

This manual includes numerous volumes for ease in review, storage, and use.

**Volume I—Statutory Requirements (Act 188)** of this manual provides the basic statutory regulations which govern planning and programming facilities projects for the State System of Higher Education.

**Volume II—Board of Governors Policies and Regulations** outlines the Board of Governors' policies, which establish the basic parameters regarding State System facilities projects.

**Volume III—Facilities Maintenance Projects** addresses planning and programming procedures for processing routine and deferred maintenance projects.

**Volume IV—Capital Appropriations Approval Process** provides an overview of the Commonwealth's capital appropriations approval process and the procedures for planning and programming Commonwealth capital appropriations projects.

**Volume V—System Financed Capital Facilities Projects Planning and Programming Guide** provides procedures for processing facilities projects to be financed by the State System.

**Volume VI—Planning** describes the State System's planning process for identifying and classifying facilities projects, determining space requirements, and preparing facilities master plans.

**Volume VII—Programming** prescribes procedures for programming State System facilities projects for funding.

**Volume VIII—Accomplishment of Facilities Projects** identifies methods for accomplishing design and construction of approved and funded facilities projects.

**Volume IX—Special Projects** provides guidance for planning and programming facilities projects requiring special or unique procedures.

**Volume X—Facilities Reports** lists the facilities reports required for submission in accordance with the System's annual data collection plan.

This manual is published for use in planning and programming facilities projects at institutions of the State System of Higher Education, Commonwealth of Pennsylvania. The Office of the Chancellor will publish changes, additions, deletions, or modifications to the manual as they occur. A glossary of terms used in the manual is provided at the end of the manual for ready reference.

One-time changes for special programs will be addressed by separate instructions, unless the procedures for the program are adopted as standard practice, at which time the procedures will be added to the manual by the Office of the Chancellor by standard change procedures.