

MEMORANDUM

To: Deans, Directors and Department Heads

From: Anthony Schallert
Assist Vice Chancellor for Facilities Operations

Date: December 16, 2008

Reference: Planning for projects financed with fiscal year 2008-09 funds

Dear Customer:

We are approaching the time of the year in which campus departments contemplate undertaking minor facilities projects financed with fiscal year 2008-09 funds. In order to complete these projects this fiscal year, the following important deadlines must be considered in your planning:

- Please make sure requests for project estimates are received in Facilities Operations no later than January 16, 2009.
- For projects concerning renovations requiring design services and approval by the North Carolina Department of Insurance, please provide funding approval to Facilities Operations no later than February 6, 2009. In general, projects involving installation of doors at new locations, installation of new walls, and similar work, require approval from the North Carolina Department of Insurance.
- For projects involving only carpeting and painting, please provide funding approval to Facilities Operations no later than March 2, 2009.
- In scheduling these projects, please be aware that all work must be completed by June 5, 2009 in order to close financial accounts in a timely manner.
- Please also be aware that in keeping with State and University guidelines, only payment for satisfactory work in place may be approved by Facilities Operations. Pre-payment of construction services is not permitted.

Your cooperation in adhering to these deadlines will help us in delivering a successful project.

If you have any questions, please call the Facilities Operations Project Management office at extension x4-4150.