

- Campus Master Plans

- *Data-based, viable options for projected campus improvements*

- allows university community to make informed decisions and address facility needs in the most timely manner
    - created in coordination with a contracted professional firm following extensive data compilation by internal staff

- University Infrastructure Project Management

- *Internal staff management of new construction, renovation & maintenance of university infrastructure, from planning stage through final accounting*

- Annual project list averages between 200-300 separate line items, consisting of a combination of:
      - Major projects, funded by various sources
      - Capital Maintenance Fund (CMF) projects
      - Auxiliary Fund projects
      - Departmentally Funded Projects
    - Solicitation of quotes or bids per administrative guidelines
    - Clerical management of individual project accounts
      - Project file creation & maintenance
      - Preparation & execution of various GVSU contracts for construction & professional services
      - Generation of initial purchase order(s), monitoring account balances, distribution & approval of invoices through budget close-out
    - Maintain property real estate, project drawings & electronic media files

- GVSU Planning and Design Standards Manual

- *A manual of products and best practices found to consistently produce the desired performance results or maintain a consistent aesthetic appearance*

- Review, update and revision of manual contents every 1-2 years with occasional intermediate amendments, based on recommendations received throughout the year from staff and/or vendors
    - Content is posted & maintained on FP Department web-page
    - Hard copies are distributed as applicable to internal staff & vendors

- Space Management

- *Intentional planning and design strategies to make the most efficient use of university-owned space while best meeting the job-related requirements of the current occupant(s)*

- Compile and maintain data related to building physical attributes and occupancy, vital to various internal and external report requirements
    - Coordination with key personnel to develop realistic options for university faculty/staff moves or department “shuffles” or “backfills”
    - Contract vendors to move large quantities of boxed office contents
    - Project management for renovation or refurbishing of new or vacated space
    - Move support services – schedule transfer of computers, telephones, boxed office contents; notification to HR and mail services, etc.

- Furniture, Fixtures & Equipment (FF&E)

- *University-owned physical components of a workspace, selected in accordance with university standards intended to address issues of consistent quality, cost, health, safety and character of design*

- The order and delivery coordination of furnishings to support optimal work and classroom environments at GVSU
      - Single item orders for replacement of an office chair, an additional file cabinet, etc.
      - Large quantity purchases for fully furnishing newly constructed buildings, additions or renovations
      - Furniture switch-outs or loans from Facilities Planning “warehouse stock” to meet an unexpected need for individual item replacement

- Interior Signage

- *A standard system of signage designed to provide visual orientation for students, faculty, staff & visitors within university buildings*

- In-house fabrication, delivery and installation of interior signs per GVSU standards and specifications
      - Current with applicable government codes and requirements
        - Braille tactile assistive components on public circulation area signage
          - Restroom signs
          - Elevator/ stairwell signage
      - Suite occupancy or department name signage on glass
      - Room number identification
      - Office/ cubicle occupant identification- portable partition or desktop signs
      - Cubicle occupant & desk “tent” name signs

- Exterior Signage

- *A visual aid for the wayfinder in a GVSU campus environment, allowing them to determine their current location in relation to their intended destination, as well as their best parking option(s)*

