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
  - Clinical 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)