

# TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER

## Operating Policy and Procedure



**REVIEW:** This HSC OP will be reviewed on September 1 of each even-numbered year (ENY) by TTUS Facilities Planning and Construction, with recommendations for revision forwarded to the Vice President for Facilities and Safety Services (VPFSS),

### POLICY/PROCEDURE:

1. Function of the Office of Planning Design and Construction on Landscape Projects.
  - a. The Facilities Planning office is responsible for the design and construction of TTUHSC facilities implementing a project. This staff will assist the user in the development of a program, design, and schedule for the project. Facilities Planning projects with ramifications or governed by Board of Regents shall be coordinated with the VPFSS for project assistance.
  - b. Facilities Planning
  - c. Facilities Planning

2. Accepting Landscape Donations.

- a. When a department anticipates it will receive landscape furnishings of any type - living or structural - for exterior installation on TTUHSC campuses through a donation or some other direct means, at the earliest opportunity it should submit a written description to Facilities Planning. This description should include information on the type of material; the intended purposes(s) to be furthered by the material; expectations of the donor or obligations incurred by TTUHSC in accepting the material; and any additional growers' or manufacturers' information regarding installation or maintenance procedures. Maintenance costs required by gifts or similar items accepted or received by departments shall be provided by the department to Facilities.

The department should confirm its awareness of, and compliance with HSC OP 02.02, Solicitation of Gifts and Grants from Private Philanthropic Sources and HSC OP 02.03, Acceptance of Gifts and Grants from Private Philanthropic Sources, and any other relevant Regents Rules and TTUHSC policies and procedures regarding donations.

- b. After consultation with FP&C, Facilities Planning will respond with a first impression on the acceptability of the item within 10 working days from receipt of the department's description. Even though an item is fully or partially donated, it cannot be accepted if it does not meet applicable code requirements, poses a threat to users of the campus, or creates a potential liability to TTUHSC. If not acceptable, or if the proposal presents an installation, cleaning, unreasonable cost or reoccurring maintenance issue for TTUHSC personnel, Facilities Planning and FP&C will assist the department in finding an acceptable alternative location or material.

3. Removal of Landscape Installations. The Board of Regents has mandated that TTUHSC shall comply with applicable codes and the administration has approved master plan design standards. It will be the responsibility of the department to fund demolition, removal or remediation of landscape installations that have not been submitted for review / approval and which do not comply with the applicable codes, the Campus Master Plan and the TTUHSC Design and Construction Standards and Guidelines.

4. Project Procedure.

- a. After a project has been given administrative approval and funding provided, the VPFSS will proceed with project planning, design and implementation. Construction projects will only be considered by FACILITIES PLANNING or if they occur on a TTUHSC Master Plan or if they are submitted and approved through appropriate administrative Tw [(F)OSC-1.1 (a)-12.atnisan

