

Complete Policy Title:  
**Approval Authorities For Construction  
And Maintenance Projects**

Approved by:  
**Board of Governors  
(Planning and Building Committee)**

Date of Original Approval(s):

Policy Number (if applicable):

Date of Most Recent Approval:  
**May 8, 2008**

Supersedes/Amends Policy dated:  
**April 10, 2008**

Responsible Executive:  
**Assistant Vice-President, Facility Services**

Enquiries:  
[University Secretariat](#)

***DISCLAIMER:** If there is a Discrepancy between this electronic policy and the written copy held by the policy owner, the written copy prevails*

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## 1. POLICY

The purpose of this policy is to set out the responsibilities and accountabilities associated with the efficient and economic use of physical/capital resources regarding the construction of new buildings and for additions, alterations or renovations to existing buildings. This policy applies to all McMaster University faculty and staff and includes projects using operating, capital, internally restricted funds, restricted funds from trusts, and research funds under the administration of the University.

Individual departments may not approve or undertake construction and maintenance projects without the approval of Facility Services.

## 2. Annual Major Capital Program

The Annual Major Capital Program is submitted as part of the annual operating and capital budget and requires approval of the Board of Governors, on recommendation of the University Planning Committee, the Planning and Building Committee and as endorsed by the Finance Committee.

### 3. Individual Project Approval

Individual construction and maintenance projects, including any changes to buildings or building systems, require the following approval:

<b>Approval Authority</b>	<b>Total Estimated Project Budget</b>
Board of Governors	over \$5,000,000
Planning and Building Committee	\$1,000,000 to \$5,000,000
President and Vice-President (Administration)	\$200,000 to \$1,000,000
Assistant Vice-President (Facility Services)	up to \$200,000

Any change of land use or change in the Campus Plan also requires University Planning Committee, Senate and Board of Governors approval.

### 4. Appointment of Architects and Professional Consultants

Only the following may appoint architects and professional consultants:

<b>Approval Authority</b>	<b>Estimated Project Fees</b>
Planning and Building Committee and Board of Governors	over \$500,000
President or Vice-President (Administration)	\$200,000 to \$500,000
Assistant Vice-President (Facility Services)	up to \$200,000

All requests for proposals for architects or engineering or other design consultants must be initiated through Facility Services.

Contracts with architectural and engineering or other design consultants must be administered and managed by Facility Services.

### 5. Tenders

Refer to Purchasing Policy (P-020) and Sealed Bid/Tenders (P-110).

### 6. Award of Contracts

The award of contracts for construction or maintenance projects must be authorized as follows:

<b>Approval Authority</b>	<b>Contract Amount</b>
Board of Governors	over \$5,000,000
Planning and Building Committee	\$1,000,000 to \$5,000,000
President or Vice-President (Administration)	\$200,000 to \$1,000,000
Assistant Vice-President (Facility Services)	up to \$200,000

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Following the award of contract, the successful bid, with the statement that it was the low acceptable bid, shall be announced publicly.

The above approval authorities shall be consistent with the Execution of Instruments.

## 7. Cost Overruns

Low bid exceeds the project estimate:

The Assistant Vice-President (Facility Services) has authority to review with the low bidder the specifications of the project to identify changes in the scope of work which will achieve a lower project cost.

Costs exceed the approved total project budget:

<b>Approval Authority</b>	<b>Amount Over Approved Total Budget</b>
Planning and Building Committee	over \$500,000
Vice-President (Administration)	\$100,000 to \$500,000
Assistant Vice-President (Facility Services)	up to \$100,000

In all cases where authority to act has been delegated by the Board of Governors, actions taken with a value in excess of \$500,000 must be reported to the Planning and Building Committee and the Finance Committee.

## 8. Review of Policy

In the interest of maintaining best practice, the Assistant Vice-President (Facility Services) shall review this policy annually. The outcome of the review shall be reported to the Vice-President (Administration) and the Planning and Building Committee.