Maximizing project success requires weighing all the factors that affect execution. The Construction Superintendent (CS) completes the Construction Project Checklist, including reviewing requests, evaluating risk, and contacting the customer to verify scope, budget, and delivery method.

Construction Superintendent Role
- Confirms:
  - Project is not over bid limit
  - Risk assessment shows project is appropriate for Construction Services
  - No evidence of project stringing exists
- Releases work order to appropriate personnel
- Reviews and sends to any required F&S service area:
  - Engineering Services
  - Architectural Review Committee
  - Planning (flooring materials approval)
  - Energy Services
  - Environmental Health and Safety (checklists/asbestos clearance)
  - Commissioning and Inspection (inspection report)

Questions Regarding Projects...
Contact the Construction Superintendent for your zone. Complete contact information can be found at:
http://go.illinois.edu/fscszones

Performing the Work
Throughout the duration of the project, the CS will:
- Process outage requests and change orders
- Periodically assess schedule and cost
- Conduct project inspections
- Collect and review closeout items as required

Completing the Project
When the work is complete, the CS will:
- Process invoices
  - Verify AIM system closed/invoiced (inspection complete)
- Check costs against original amount and any approved change orders
- Conduct Contractor Evaluation, when appropriate
- Send Customer Satisfaction survey, when appropriate
- Close Project
  - Review and verify financial transactions
  - Forward information to Records Management to update the building’s permanent records
  - Manage Warranty Phase

Everything Begins With a Work Order
All work at F&S starts with a work order. When you ask F&S to provide a service, via the my.FS portal at my.fs.illinois.edu, e-mail or telephone, you are asking the Service Office to create a work order and route it to the appropriate provider.

In a critical situation requiring immediate action or for any problem regarding an elevator, the portal should NOT be used. Call the Service Office at 333-0340, In all other instances, use the portal.

To request access to the my.FS portal applications, contact the F&S Support Desk at 244-6350 or fandsupportdesk@illinois.edu.

If You Have A Question...
Contact the Service Office at 333-0340 or the respective Construction Superintendent (CS).

Service Office staff will answer your question or route your inquiry to the appropriate personnel.
The Service Office will transfer calls but cannot provide shop phone numbers.
Risk Assessment Factors
- Scope, clarity, and stability
- Overall cost
- Materials or supplier issues
- Non-construction craft involvement
- Duration
- Number of distinct phases

Project Risk Assessment Levels
- Low Risk
  - Work order acts as contract
  - All changes documented
  - Low environmental and hazardous assessment
- Moderate Risk (Low Risk Factors +)
  - May require project manager
  - May require budget creation and tracking
  - Schedule is created
  - May require advance engineering
  - Regular project status updates will occur
- High Risk (Moderate Risk Factors +)
  - Requires project manager
  - Requires budget creation and tracking
  - Schedule is created and approved by customer
  - Requires advance engineering
  - Regularly scheduled status review meetings

 Campus clients have a variety of options for construction service delivery. Those options include: Contractor Services, Job Order Contracting, and F&S Crafts & Trades.

Approved Projects...
- ...under the $78,300* bid limit
  - Customer Participates in Delivery Choice
    - Contractor Services
    - Job Order Contracting
    - Crafts & Trades

- ...between $78,300* - $250,000
  - Customer Participates in Delivery Choice Contracts may be bundled using:
    - Contractor Services
      - No single project to exceed $78,300*
    - Job Order Contracting
      - No single project to exceed $250,000 when bundling Contractor Services permits
    - Crafts & Trades
      - Contact your Construction Superintendent

- ...over $250,000
  - Customer Participates in Delivery Discussion
    - Crafts & Trades and Contractor Services
      - No single project to exceed $78,300* and the total of all Contractor Services permits does not exceed $250,000
    - Crafts & Trades and Job Order Contracting
      - Total Job Order Contracting contract does not exceed $250,000

* This is the current State Higher Education Small Purchase Limit for construction. For updates, visit http://www.procure.stateuniw.state.il.us/