

Long-Range Campus Planning

Facilities Planning is responsible for maintaining the university's Facilities Master Plan. To accomplish this, the department maintains information on the space needs of all campus department and consults with individual departments as requested to assist in the definition of space needs. This consultation is provided at no charge to the using department.

All communication with public agencies regarding changes in university facilities should be communicated by Facilities Planning & Construction.

Campus Aesthetic Standards

Facilities Planning & Construction is responsible for overseeing the appearance and design of all campus facilities. Any change which significantly alters the appearance of campus facilities should be reviewed in advance by Facilities Planning & Construction. This includes, but is not limited to, changes in paint color schemes; changes in carpet style or color; alterations to the exterior of a building; significant alterations to landscape, sidewalks, or roads; changes in the style of office or classroom furnishings; and changes in campus sign systems. Consultation on these issues is provided at no charge to requesting department.

Construction Project Management

Project management for major new construction and remodeling is handled by Facilities Planning & Construction. As a general guideline, a project with a value of less than \$100,000 will be handled by Facilities Management, while projects in excess of \$100,000 will be managed by Facilities Planning & Construction.

Starting a New Project

To start a new project, a "Capital Project Initiation Form" must be completed. This form is available by email from the Facilities Planning and Construction department.

Campus Map

The official campus map is now maintained by University Communications & Marketing. To access the online version of the campus map, visit <http://www.biola.edu/about/location/maps>.