

UNIVERSITY POLICY

Policy Name:	Construction Document Signatory				
Section #:	20.1.18	Section Title:	Administrative Policies, Procedures, and Services	Formerly Book:	
Approval Authority:	Senior Vice President for Institutional Planning and Operations		Adopted:	7/1/2013	Reviewed: 7/13/2016
Responsible Executive:	Associate Vice President Planning, Development and Design		Revised:	10/10/2013 (Updated title), 7/13/2016	
Responsible Office:	Institutional Planning and Operations		Contact:	David Schulz, dave.schulz@rutgers.edu	

1. Policy Statement

All construction documents utilized for the capital and non-capital construction or renovations must bear the signature of the University Architect.

Only construction documents bearing the signature of the University Architect are considered official and therefore in compliance with university design standards and adhere to applicable New Jersey Uniform Construction Code regulatory requirements.

Construction documents for new or altered space on university property are not permissible without the signature of the University Architect.

2. Reason for Policy

To ensure that all construction documents have an official University Architect approval which ensures verification that all designs have met university standards.

3. Who Should Read this Policy

Chancellors, Vice Presidents, Deans, Directors and Department Heads.

4. Resources

For additional information, please visit the following web sites:

- Design Standards - <http://facilities.rutgers.edu/design-construction/standards-plans>

5. The Policy

The official signatory for all university construction documents is the University Architect. This office is a unit of the Department of Planning, Development, and Design, a department of Institutional Planning and Operations.