

RUTGERS POLICY

UNIVERSITY POLICY

Section: 20.1.18

Section Title: Administrative Policies, Procedures, and Services

Policy Name: Construction Document Signatory

Formerly Book: N/A

Approval Authority: Senior Vice President for Administration Institutional Planning and Operations

Responsible Executive: Vice President for University Facilities & Capital Planning Associate Vice President for Planning, Development and Design

Responsible Office: University Facilities and Capital Planning Institutional Planning and Operations

Originally Issued: ~~Adopted:~~ 7/1/2013

Revisions: 10/10/2013 (Updated title), 7/7/2016

Errors or changes? Contact: ovepada@rutgers.edu **David Schulz, dave.schulz@rutgers.edu**

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

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.

~~All regulations and procedures are subject to amendment.~~

All policies are subject to amendment. Please refer to the Rutgers University Policy Library website (policies.rutgers.edu) for the official, most recent version.

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. **~~Related Documents~~ Resources**

For additional information, please visit the following web sites:

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

5. **~~Contacts~~ Definitions**

University Architect N/A

6. **The Policy**

~~20.1.18 CONSTRUCTION DOCUMENT SIGNATORY~~

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

~~All regulations and procedures are subject to amendment.~~

All policies are subject to amendment. Please refer to the Rutgers University Policy Library website (policies.rutgers.edu) for the official, most recent version.