

PROGRAM DIRECTIVES



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PREFACE

This book of State University Construction Fund “*Program Directives*” is a general part of the Program documents for all Fund projects. The specific application of each Directive shall be reviewed as part of the Program Verification phase of the Project and be used throughout design and construction.

The Directives are organized according to technical trades using the major divisions of the CSI format. The only reason for the division is to facilitate identifying what the Fund requirements are for a particular subject.

DISTRIBUTION

1. General: This Introduction outlines the policy and procedures for updating and maintaining the "Fund Program Directives".
2. Policy
 - a. Mandatory Requirement: Directives are mandatory requirements as set forth in the Fund's standard Consultant Agreement (see Article I, Section B, Paragraph (1)a) and must be incorporated into the design/construction process immediately upon distribution.
 - b. Issue Date: All Directives are effective as of the issue date as indicated on the heading of each Directive
3. Procedures
 - a. Distribution: Directives are available in read-only format through the link on the Fund's website www.sucf.suny.edu.
 - b. Printed Copies: Printed copies of the Directives for the use of consultants may be available through the Fund Project Coordinator.
 - c. Updates: Consultants should check the website periodically to verify that all Directives are current. Periodically, the index will be reissued to reflect the latest changes.
 - d. Evaluation: The Consultant is required to evaluate the implication of each revised Directive relative to the current phase of each project in progress and determine the effect on budgets and schedules as follows:

1. If a project has not yet had Schematic approval, no increase in budget will be allowed for including the requirements until Fund approval of the Schematic Phase Report.
2. If a project is beyond the Schematic Phase, the Consultant is to advise the Fund Project Coordinator immediately regarding effects upon the cost of the Project.
3. If inclusion of the requirements will affect the progress of the work sufficiently to change the schedule, the Consultant is to inform the Fund Project Coordinator at once.

All requests for additional costs, change proposals, or changes in schedules are to be documented in writing to the Fund Project Coordinator.

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