STATEMENT OF FUNCTIONS

Planning Support Services

Provides planning support services to the central and campus administrations and staff of Facilities Planning Office in matters pertaining to University lands and environmental reports, physical planning standards, and architectural and engineering design.

- Advises and participates in the acquisition, disposition and exchange of lands necessary to the physical development of University campuses, research centers and other components.

- Advises and participates in the preparation of land use and zoning studies, appraisal reports, research and evaluation studies on site selections.

- Assists in maintaining an inventory of University properties for planning purposes.

- Advises, prepares and reviews environmental assessments and impact statements for new campuses, master plans and all University projects, responsible for University environmental policy and all documents in compliance with rules and regulations of the Environmental Quality Commission.

- Maintains liaison and represents the University dealing with private and public agencies on matters relating to University lands and environmental concerns.

- Develops University physical planning standards in consultation with Chancellors/Campus Planners for form and quality of mechanical, electrical and architectural design.

- Maintains dialog with counterparts in State Government to insure that University standards are as consistent to State standards as possible without compromising form and quality.

- Guides architects and engineers hired by the University and State of Hawaii through the Campus Planners in the design of University facilities.
. Reviews plans and specifications for all University projects relative to mechanical, electrical and architectural design.

. Reviews for Campus Planners requests for substitutions of materials and equipment for mechanical, electrical and building systems as required. Also, for scientific equipment, furniture and equipment and other specialized equipment.

. Coordinates specific projects for Campus Planners which require a high degree of specialized skills.

. Proposes projects to Chancellors/Campus Planners to upgrade the existing physical plant, i.e., energy conservation projects.

. Advises operating personnel through the Chancellors on the ways and means of repair and maintenance of mechanical, electrical and building systems.

. Periodically inspects all physical plants to insure adequacy of repair and maintenance programs. Recommends to Chancellors timely refurbishing and/or replacement of equipment due to age, disrepair and obsolescence.

. Reviews new developments in design, construction and equipping of University facilities. Investigates and tests new products before approval for use by University.

. Establishes and maintains repertoire with officials of other governmental agencies to exchange information and to assist each other in the design, construction and equipping of physical facilities.

. Proposes/reviews legislation affecting the design and construction of University facilities.