

**ATTACHMENT "B" - GUIDELINES FOR INTERNAL PROJECTS**

The work conducted within the parameters of internally managed projects within a School or Department must follow the guidelines set forth below. The work must:

1. Not include any modification or replacement of components for mechanical, electrical, fire alarm or plumbing/fire protection systems.
2. Not require permits of any kind including Building, HVAC, Plumbing or Electrical Permits.
3. Not include any modification or addition of permanent partitions.
4. Not include work on the building exterior or major interior public spaces.
5. Not include any modification to the means of egress.
6. Be a Non-Capital Project (less than \$100,000).

Internally managed projects must also be communicated to the Director of Project Management via the Capital Project Request Form (CPRF) before initiation. Furthermore, the following Duke Departments must also be notified when dealing with the specified functions as noted below:

**Duke Department**

Office of Information Technology  
 Facilities Management Key & Lock Shop  
 Facilities Management Mechanical & Electrical Shops  
 Duke Card  
 Public Safety  
 Facilities Management Grounds & Sanitation  
 Occupational & Environmental Safety Office  
 Disability Management System Office

**Specified Function**

Data & Voice  
 Keys & Locks  
 MEP Systems  
 Card Access  
 Security  
 Grounds/Landscaping  
 Safety/Hazardous Materials  
 Disability Management/ADA

Projects that meet these guidelines may include items such as repainting, carpeting, finishes and furniture project or minor interior renovations with the agreement of the Director of Project Management via the Capital Project Request Form (CPRF).