



ASUB Standard Operating Procedure – 2404

Standard Operating Procedure Synopsis

Title: **CONSTRUCTION**

Approval Date: January 19, 2022

Revision Date, if applicable:

Review Date(s): May 11, 2022; May 31, 2023; May 8, 2024; June 18, 2025; May 27, 2026

Annual Review Month: May

Responsible Officer (RO): Vice Chancellor for Finance and Administration

Standard Operating Procedures Manager (PM): Director of Physical Plant

A. Purpose and Scope

Arkansas State University-Beebe follows the [Arkansas State University System Policy](#) for all construction.

B. Definitions

VCFA – Vice Chancellor for Finance and Administration

C. Procedures

The VCFA and the Physical Plant director have various duties and responsibilities involving a full range of planning, project development and construction services.

All renovations, modifications or work done to college buildings or grounds must be coordinated with the supervising member of Executive Council, VCFA, Physical Plant and Procurement departments. Standards and procedures are required by [Ark Code 22-9](#).

D. Related Information

ASU System Capital Construction Project Approval Policy 1.41

An Act To Amend The Award Procedure For Public Improvement Contracts; And For Other Purposes