

HECO FORMS OVERVIEW

(For Health System)

- **HECO-2: Authority to Initiate Capital Outlay Project**
 - Required for all projects, Capital and Non-Capital
 - Sets the budget and is the value subject to audit
 - Approvals:
 - < \$1 million: All sign offs required except, Division Director (George), Budget Office (Melissa) and Director FP&C (Sack) who are not required to sign off
 - > or = to \$1 million: All sign-offs required
 - All projects must be approved in advance by BOV that are greater than \$1 million and again if they change in price by >10%

- **HECO-6: Approval of Working Drawings and Specifications**
 - Required for all projects, Capital and Non-Capital (except studies)
 - certifies that the “standard of care” requirements have been met
 - **Approvals:**
 - <\$1 million: All sign offs required except Division Director (George), Budget Office (Melissa) and Director FP&C (Sack)
 - > or = to \$1 million: All sign-offs required
 - In the case of a sub project or sub package that is part of a large capital project the approval level would be based on the overall HECO-2

- **HECO-8: Approval to Award Construction Contract**
 - Required for all projects, Capital and Non-Capital (except studies)
 - Certifies that the project is within budget prior to contracting
 - Approvals:
 - <\$1 million: All sign offs required except Division Director (George) and Budget Office (Melissa)
 - > or = to \$1 million: All sign-offs required
 - In the case of a sub project or sub package that is part of a large capital project the approval level would be based on the overall HECO-2

- **HECO-17: Building Permit**
 - Required for all projects, Capital and Non-Capital (except studies)
 - Certifies that all approvals required to begin construction have been obtained
 - Approvals
 - Initialed by Director HSPP
 - Signed by University Building Official

- **HECO-14: Project Completion report**
 - Certifies that project is complete and allows any excess funds to be released
 - Approvals:
 - <\$1 million: All sign offs required except, Division Director (George), Budget Office (Melissa) and Director FP&C (Sack)
 - > or = to \$1 million: All sign-offs required

Projects greater than \$5 million also require:

- **HECO-4: Approval of Schematic Design**
- **HECO-5: Approval of Preliminary Drawings and Specifications**
- These documents will also be used to certify the Value Management Process