

ENVIRONMENTAL HEALTH & SAFETY

UNIVERSITY *of* WASHINGTON

CAPITAL SAFETY PROJECTS PROCESS GUIDE

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INTRODUCTION

The University of Washington (UW) is allocated a specific amount of funds from the state of Washington to invest in capitalized safety improvements across the UW community. The Occupational Safety & Health section (OSH), Building & Fire Safety unit (BFS) of Environmental Health & Safety (EH&S) is responsible for reviewing project requests for approval, reviewing designs for approved projects, and commissioning sign off on completed projects. The UW Facilities (UWF) department is responsible for selecting projects to be completed, providing funding, management, and execution of capital safety projects.

PURPOSE

The UW Capital Safety Project Program manages the state of Washington minor capital funds allocated to support projects to mitigate occupational and environmental risks and/or ensure compliance with local, state, and federal applicable laws. The program aligns with the UW commitment to create, maintain, and enhance a safe and healthful environment for all individuals associated with the institution, including students, faculty, staff, patients, and visitors.

The Capital Safety Project Program oversight is managed by two departments, each with specific responsibilities:

- EH&S identifies and creates a priority list of projects that improve safety in UW buildings. Projects are generally capital in nature and focused on installing and improving safety-related building elements and safety systems for the purpose of mitigating occupational and environmental hazards. This includes projects that address fire and life safety issues related to deficiencies in existing facilities and equipment; fire and life safety issues include risks or code compliance gaps related to the safety, health, and welfare of the UW community and the surrounding environment.
- UW Facilities oversees program funding and selects which projects to complete. Funding is prioritized by those projects that pose a higher safety or regulatory compliance risk based on EH&S recommendations.

This partnership helps create a safer campus by improving critical safety systems and reducing hazards.

SCOPE

The Capital Safety Project Program applies to UW-owned properties, including buildings, facilities, land, systems, and equipment. It does not include facilities that UW leases from other owners or out-of-state facilities. The program scope covers the following:

EH&S Responsibilities:

- Identify and prioritize safety projects
- Review designs for safety projects

UW Facilities Responsibilities:

- Manage project funds
- Manage projects within budgeted funds
- Facilitate projects that address safety issues that exceed the capital safety budget

Capital safety funds may be allocated to UW departments, units, and organizations to address fire and life safety issues within the capital safety budget.

Examples of capital safety projects:

- Upgrading fire alarm systems
- Installing eyewash and/or shower systems for potential chemical exposures
- Upgrading fire sprinkler systems
- Addressing potential fall hazards on roofs and fixed ladders
- Enhancing ventilation in chemical use areas and fume hoods
- Improving safe access to roof hatches to address potential fall hazard/muscle strain
- Adding handrails and guardrails on stairs and walkways to address potential fall hazards

Excluded from this scope are capital safety improvement projects identified for self-sustaining organizations and the UW Bothell and Tacoma campuses. Funding for similar projects in these organizations and campuses is provided separately.

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ROLES AND RESPONSIBILITIES

Roles	Responsibilities
EH&S	<ul style="list-style-type: none"> • Designate personnel within the organization who have the necessary knowledge, skills, and training to anticipate, identify, and analyze hazards, assess risks, and determine appropriate controls to manage risks and provide design review. EH&S may use third-party contractors if in-house expertise is not identified. • Review project requests and make recommendations to UW Facilities if projects should be approved, placed on hold, or denied. • Review designs of approved capital safety projects and confirm safety and regulatory requirements have been met. • Participate in check point and commissioning reviews and sign off on acceptance of the process and completion before the project is completed. • Conduct building surveys and coordinate with UW Facilities to generate recommendations for safety projects. • Oversee small work order projects (e.g., emergency washing stations, machine guarding, safety equipment, etc.).
UW Facilities	<ul style="list-style-type: none"> • Receive requests from requesters for capital safety project funding and send to EH&S for review and recommendation. • Approve, place on hold, or deny projects to utilize capital safety funding based on recommendations from EH&S. • Provide financial oversight of Capital Safety Projects budget. • Appoint a Project Manager for oversight of the project. • Manage capital project invoices, billing, and approve any budget changes. • Track and manage expenditures for all projects. • Communicate with project requesters throughout the process of the project. • Coordinate with EH&S subject matter experts (SME) as needed throughout the project on design, check points, and commissioning. • Ensure contractors adhere to UW design and construction standards/guides and specifications. • Communicate with all third-party contractors brought on to complete the approved project. • Oversee building renewal, minor works, programmatic renewal and resource conservation, and the five-year capital budget.
Client (Requesting Department or Unit)	<ol style="list-style-type: none"> 1) Identify safety risks and submit requests for safety projects. 2) If directed by EH&S, submits formal safety project requests. 3) Receive updates on project progress from UW Facilities.

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PROCESSES AND PROCEDURES

A swim lane chart summarizing the basic steps and key roles in the capital safety project process, from development and management through to completion, can be found in [Appendix A](#). The process requirements and procedures are described in detail throughout this section.

SUBMITTAL REQUEST AND REVIEW PROCESS

- 1) A unit/organization/department will submit a request for capital safety funding through the UW Facilities [customer care](#) request system using the [Capital Safety Project Request Form](#).
 - a. EH&S may submit a request on behalf of a unit/organization/department.
- 2) The UW Facilities Customer Care Representative will send the request to the UW Facilities Portfolio Manager overseeing the Capital Safety Fund.
- 3) The UW Facilities Portfolio Manager will conduct an initial review to ensure the request meets the basic requirements for funding approval.
- 4) If the UW Facilities Portfolio Manager determines that the request does not meet the basic requirements, then they will inform the requester of the determination not to move forward.
- 5) If the UW Facilities Portfolio Manager determines the request meets the basic approval requirements, they will send the request to the EH&S Fire Safety & Engineering Manager.
- 6) The EH&S Fire Safety & Engineering Manager will review the request, and if needed, will include additional EH&S SMEs in the review.
 - a. After review of the submittal is completed, the EH&S Fire Safety & Engineering Manager will inform the UW Facilities Portfolio Manager if EH&S recommends approving or denying the request.
 - b. If it is recommended to deny the request, the EH&S Fire Safety & Engineering Manager will provide details to the UW Facilities Portfolio Manager on this recommendation and if any updates to the request by the requester could lead to approval of the request.
- 7) The UW Facilities Portfolio Manager will make the final determination on whether the project is approved, placed on hold, or denied.
 - a. They will inform the EH&S Fire Safety & Engineering Manager of the determination.
- 8) They will inform the requestor of the determination, including reasons the request was denied, if applicable.

- 9) If denied, the requestor may reapply after updating the request to meet approval requirements.
- 10) The UW Facilities Portfolio Manager will manage the advancement of approved projects within UW Facilities designated departments (e.g., UW Project Delivery Group, UW Campus Architecture & Planning, UW Maintenance & Construction, etc.).

Note: UW Facilities follows its internal processes and procedures for managing approved projects, which are not documented in this guide.

PROJECT DESIGN REVIEW

- 1) Once designs for a capital safety project are developed, either internally to the UW or by a third-party, UW Facilities will submit these designs to the EH&S Fire Safety & Engineering Manager for review.
- 2) The EH&S Fire Safety & Engineering Manager will assign the design and safety review to the most appropriate EH&S SME.
Note: If EH&S lacks in-house expertise for a specific safety design, they will collaborate with UW Facilities to identify a qualified third-party reviewer.
- 3) After completing the design review, the EH&S Fire Safety & Engineering Manager will send the review comments back to the UW Facilities representative that requested the review.
- 4) The review comments will indicate whether the design is approved by EH&S, or if updates are recommended or required.
- 5) All required updates to the design from EH&S **must** be incorporated before the project can proceed to the next stage.
- 6) UW Facilities and/or the project requester may submit a variance request if they seek an exception to any required design changes. EH&S will review the request and determine whether the variance is approved or denied.

PROJECT EXECUTION

- 1) UW Facilities is responsible for planning, organizing, managing finances, managing project execution, and keeping the requester informed on progress from development to completion.
- 2) EH&S can participate in project meetings with UW Facilities upon request.
- 3) If requested, EH&S can participate in the review of third-party contractor qualifications during the project bid process.
- 4) EH&S is available for consultation throughout the project based on the required SME expertise. If EH&S does not have in-house expertise, they will assist UW Facilities in identifying third-party specialists.

- 5) EH&S **must** be involved in checking-in point reviews throughout the project to ensure the projects execution meets safety requirements and regulations approved by EH&S during the design stage.

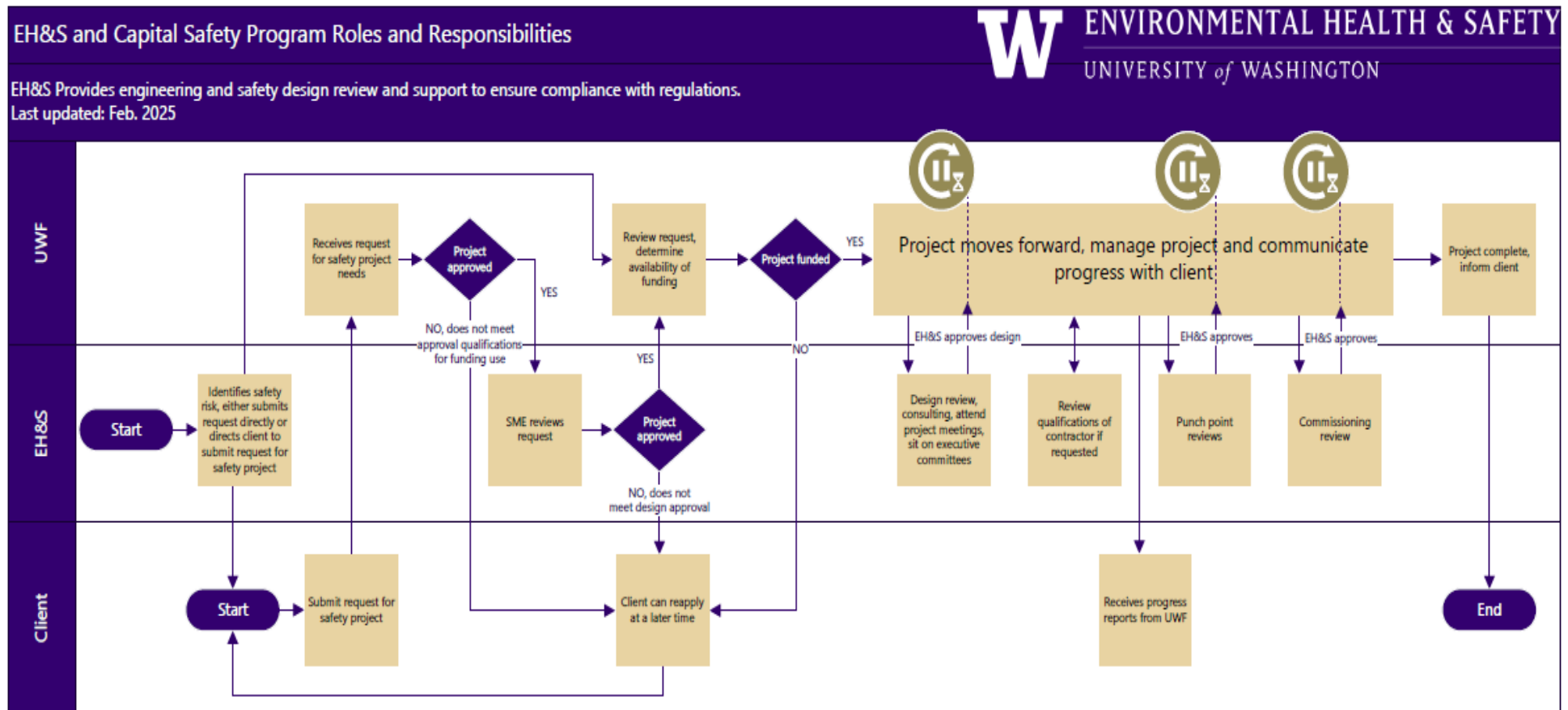
PROJECT COMMISSIONING

- 1) At the completion of the project, EH&S will be involved in the commissioning walkthrough of the project work completed to verify all work meets safety requirements and regulations.
- 2) If EH&S identifies any safety concerns that need to be addressed before the project is signed off and complete, they provide UW Facilities with a detailed report outlining the concerns and the necessary corrective actions.
- 3) Once the concerns are addressed, EH&S will review the updates to ensure compliance. If all safety requirements and regulations are met, EH&S will formally sign off on the project.

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APPENDICES

APPENDIX A: SWIM LANE CHART



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APPENDIX B: CAPITAL SAFETY PROJECT REQUEST FORM

The [Capital Safety Project Request Form](#), shown below, is available on the EH&S website. It is a fillable form that a requester can submit to the UW Facilities Customer Care Team at careteam@uw.edu.

CAPITAL SAFETY PROJECT REQUEST FORM

Complete this form to request assistance with implementing a project to improve safety-related building elements and safety systems in a University-owned building or property.

Submit this form to the uw_ehs_capprojreqform@uw.edu.

Visit the [Capital Safety Projects](#) webpage on the EH&S website for more information.

Date:

Request completed by:

Department:

Phone:

Email:

I. PROJECT DESCRIPTION

- A. Problem:
- B. Possible capital safety solution:
- C. Location (building, room, area, etc.):
- D. Estimated cost:
- E. Estimate based on:
- F. Have you done any design or planning work on this project?

II. PROJECT DATA

- A. Has an accident or injury incident occurred at this location? ☐ Yes ☐ No
If yes, provide date and brief description:
- B. Is this project necessary to meet a regulatory requirement? ☐ Yes ☐ No
If yes, identify:
- C. Have any citations been received because of this problem? ☐ Yes ☐ No
- D. Have any efforts been made to correct this problem to date? ☐ Yes ☐ No
- E. Are any other sources of funds available to partially fund this project? ☐ Yes ☐ No
Explain:
- F. Approximately how many students, faculty, staff and/or volunteers are impacted by this situation on a daily basis?

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