MEMORANDUM

August 14, 2008

TO: Presidents and Chancellors, Public Universities

FROM: Susan E. Brown

SUBJECT: Facilities Audit Protocol

The Texas Higher Education Coordinating Board (THECB) Facilities Audit Protocol is attached for your review. A representative working group from the facilities and internal audit departments from the institutions have been very involved in drafting the original protocol as well as refining the process through participation in the peer groups who form the peer review teams and perform the facilities audit function. The procedures for performing facilities audits and development project audits are incorporated into this document. The protocol has been tested and enhancements have been made to increase the reliability of the audits for Texas higher education institutions.

The volunteer Peer Review Teams (PRT) had a valuable experience piloting the protocol at three institutions, The University of Texas Health Science Center, Texas Tech University and Texas State University. Team members learned of different processes from the host institutions and from each other. At the same time, the protocol was tested and refined. This protocol will be our guiding document as we begin the actual audits in September 2008, for fiscal year (FY) 2009. The five year audit schedule can be located on the THECB web site.

Soon a request will be made for Peer Review Team (PRT) members to attend training. Those institutions that will be audited during the 2009 FY, from September 2008 to August 2009 are requested to send one or two facilities staff members who will be participating in institutional audits and will be part of the host institutions’ staff when the audit is scheduled for their campus. If your institution has already participated in a pilot audit (PRT), no additional training is necessary but always encouraged.

The Coordinating Board appreciates the enthusiasm and diligence from those who have participated and worked to make this a successful audit process to safeguard construction and facilities resources for the state of Texas.

For more information contact Debbie Perez, Senior Program Director, at (512) 427-6454 or Debbie.Perez@thecb.state.tx.us.

C: Facilities Contacts