Rules of Construction Work

Based on clause 15 (2) 15) and clause 15 (3) of the Statutes of the University of Tartu, adopted by the Senate of the University of Tartu Regulation no. 11 of 21 July 2014 and approved by Council of the University of Tartu decision no. 18 of 29 July 2014, I hereby approve the Rules of Construction Work of the University of Tartu. [effective as of 7 January 2016]

I. General provisions
1. Rules of Construction Work (hereinafter the rules) regulate the planning, organisation and conduct of construction work in the University of Tartu (hereinafter the university). [effective as of 7 January 2016]
2. The rules are applied in compliance with the Planning Act, Building Code and other legal acts that regulate construction work and planning.
3. In addition to these rules, bylaws which regulate public procurements, incl. the university’s Procurement Rules, are also applied to construction work when its value exceeds the organisation of public procurements thresholds established in legal acts and the university.
4. Head of Estates Office is responsible for performing the obligations imposed on the owner of a construction by legal acts, head of structural unit is responsible in case of buildings used by structural units outside of Tartu. [effective as of 7 January 2016]
5. Changes in room solutions and the (interior) design of public and study rooms shall be approved by the person appointed by the head of Estates Office and shall be in accordance with the university’s rules of using and marking buildings and rooms and recommended surface area norms.
6. Structural units, except for structural units which operate outside Tartu, who cover the direct and indirect costs of administering rooms independently, do not have the right to contract or organise construction works independently. [effective as of 7 January 2016]

II. Definition of construction work
7. Construction work is building and maintenance repair work.
8. For the purposes of these rules, building is as defined in the Building Code. Building is conducted on the basis of building design documentation, except for in cases provided in legal acts. Building, planning and submitting applications is done in compliance with the rules and conditions established in the rules of investing in fixed assets.
9. For the purposes of these rules, maintenance repair work is work conducted to ensure the use of the construction and extend its useful life and work conducted to eliminate break-downs.
In cases provided in the law, maintenance repair work is conducted on the basis of building design documentation.

10. Construction work cannot be divided into lots to evade the procedure or requirements established in the university’s Procurement Rules or the Public Procurement Act, especially if the object of the construction work contract is works that function jointly or are needed for achieving the same purpose.

III. Planning construction work and submitting applications

11. Dean, director of a non-faculty institution and head of support unit (hereinafter applicant) have the right to submit applications for construction work. Head of Estates Office, together with the applicant, compiles the terms of reference for the design of the construction work and organises an expert assessment of the building design documentation in cases provided in the law. [effective as of 7 January 2016]

12. The designing of construction work is organised and coordinated by the head of Estates Office. The applicant approves the completed building design documentation in writing.

13. The applicant submits the application for maintenance repair work to the head of Estates Office. The building manager shall be informed of an accident immediately. Head of Information Technology Office shall be informed immediately of information network breakdowns and failures.


15. Heads of structural units which operate outside Tartu and cover the direct and indirect costs of administering rooms independently, have the right to contract construction work on the terms provided in clauses 18 to 22. [effective as of 7 January 2016]

16. In order to comply with the principle of economic and purposeful use of financial resources and acquire construction work for a reasonable price, at least three price offers shall be acquired for contracting construction work to ensure the best price and quality ratio by comparing different offers.

17. The Estates Office makes the application forms for construction work available in the intranet.

IV. Concluding construction work contracts

18. Head of Estates Office concludes construction work contracts (hereinafter contract) under 250,000 (two hundred and fifty thousand) euros net of VAT considering the following specifications:

18.1. heads of structural units which operate outside Tartu and cover the direct and indirect costs of administering rooms independently have the right to contract maintenance repair work and conclude respective contracts for less than 30,000 (thirty thousand) euros net of VAT, provided that the structural unit’s budget has enough funds to cover the maintenance repair work; [effective as of 7 January 2016]

18.2. head of Information Technology Office has the right to contract construction work for surveillance and fire alarm systems, access and video surveillance systems, data connection and telephone networks and conclude respective contracts for less than 30,000 (thirty thousand) euros net of VAT;
18.3. director of administration concludes construction work contracts for objects of the university’s capital budget regardless of the value of the contract.

19. Director of administration concludes contracts equal to and exceeding 250,000 (two hundred and fifty thousand) euros net of VAT.

20. Head of Estates Office concludes contracts for organising architectural design contests (contracting design solutions) and contracting building design documentation for less than 40,000 (forty thousand) euros net of VAT, contracts equal to and exceeding 40,000 (forty thousand) euros net of VAT are concluded by the director of administration.

21. The contract appoints the person responsible for supervision in the university.

22. The applicant approves the contract in writing.

V. Responsibility [effective as of 07.01.2016]

23. Director of administration organises the conduct of construction work and the head of finance monitors financing.

24. A person appointed by the director of administration makes available the information regarding concluded construction work contracts (location, description and beginning and end date of work) in the university intranet.

25. A person appointed by the director of administration is responsible for communicating all changes caused by construction work (changes in room use due to construction work, accidents and applications to eliminate accidents) in the asset management network.

26. Head of Estates office organises the evaluation of the completeness of construction and maintenance repair works at the end of each quarter on the basis of the data submitted by the Finance Office to ensure the timeliness and accuracy of transactions in accounting.

27. I make director of administration responsible for adhering to these rules.

VI. Final provisions [effective as of 07.01.2016]


29. The decree takes effect on 1 January 2011.