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 implemented in compliance with the Building Code, Planning Act, and other legal acts that regulate construction work and planning. [effective as of 1 March 2018]

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 administration costs of 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. [effective as of 1 March 2018]

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 breakdowns. 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 administration costs of rooms independently have the right to contract maintenance repair work on the terms provided in the Procurement Rules. [effective as of 1 March 2018]

16. If the estimated value of the construction work is from 5000 to 59,999.99 euros (net of VAT), an invitation to tender is sent to at least three potential tenderers, except in cases specified in Procurement Rules. If price offers are received from fewer than three persons, the holder of financial account must explain the absence of competition. A price enquiry and comparative price offers in a format which can be reproduced in writing (for example, e-mail), with explanations on the selection of the successful tenderer are attached to the purchase invoice. [effective as of 1 March 2018]

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

18. [repealed as of 1 March 2018]
19. [repealed as of 1 March 2018]
20. [repealed as of 1 March 2018]
20¹. Contracts for construction work are concluded under the conditions and pursuant to the procedure provided in Procurement Rules. [effective as of 1 March 2018]
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.