

Procedure: 3.4.5p1

Facilities Master Planning

Revised:

Last Reviewed: August 20, 2026

Adopted: October 21, 2024



I. PURPOSE:

The purpose of this procedure is to establish a comprehensive approach for the development and implementation of Facilities Master Plans within the Technical College System of Georgia (TCSG). This ensures that all facilities are planned and developed in alignment with the strategic goals and operational needs of the colleges.

II. RELATED AUTHORITY:

O.C.G.A. § 20-4-11 – Powers of Board

O.C.G.A. § 20-4-14 – TCSG Established; Powers and Duties

TCSG State Board Policy 3.4.5 – Capital Planning and Construction

III. APPLICABILITY:

All Technical Colleges in the Technical College System of Georgia.

IV. DEFINITIONS:

Facilities Master Plan: A long-term planning document that provides a framework for the development and management of a college's physical infrastructure.

Stakeholders: Individuals or groups with an interest in the planning and development of college facilities, including students, faculty, staff, and community members.

V. ATTACHMENTS:

[Attachment A: Facilities Master Plan Guidelines – Volume 1 and 2](#)

VI. PROCEDURE:

Initiation:

- Each technical college shall initiate the Facilities Master Planning process every five to ten years or as needed based on significant changes in strategic direction or enrollment.
 - A full Facilities Master Plan (FMP) shall be completed for each campus and instructional site every ten (10) years. Technical Colleges that have not initiated or updated their FMP after July 1, 2014, shall notify the Office of Capital Planning and Facilities of their FMP timetable not later than January 10, 2025

- An FMP Update shall be completed for each campus every five (5) years or as needed based on significant changes in strategic direction or enrollment. Technical Colleges that have not updated their FMP after July 1, 2019, shall notify the Office of Capital Planning and Facilities of their FMP timetable not later than January 10, 2025.
- Technical Colleges may amend or supplement their FMP for any campus or instructional site at any time in response changes in strategic direction or enrollment.
- The college president shall appoint an FMP Coordinator and Facilities Master Planning Committee or stakeholder's group to oversee the process.
- The College President or designated FMP Coordinator shall notify the Office of Capital Planning and Facilities (OCPF) of their intent to engage in Facilities Master Planning activity utilizing the notification procedure on the TCSG-OCPF website. Such notification shall be submitted no less than 30 days prior to engaging a design professional.

Professional Services

Colleges shall utilize qualified professionals for full Facilities Master Plans or FMP updates. Colleges procuring consulting services for master planning related activities shall notify the TCSG chief facilities officer 30 calendar days prior to initiating the procurement process.

OCPF Oversight

- The development of the FMP shall be subject to review and oversight by the Office of Capital Planning and Facilities (OCPF).
- The role of OCPF shall be to:
 - Coordinate the procurement process for the Design Professional
 - Review the requirements of the FMP guidelines with the College
 - Provide technical support to the FMP team and attend planning meetings when requested to do so
 - Review the FMP to provide guidance and recommendations.

Development of the Plan:

- Using the Facilities Master Plan Template (Attachment A), draft the plan to include goals, objectives, and prioritized projects.
- Ensure the plan aligns with the college's strategic plan and addresses identified needs and opportunities.

Review and Submission:

- Present the draft Facilities Master Plan to the college leadership and the TCSG Office of Capital Planning for review.
- TCSG leadership will review the draft FMP and promptly provide questions, feedback, and recommendations.
- Incorporate feedback and submit the final Facilities Master Plan to OCPF in electronic (PDF) format, including all required attachments.

Record Keeping:

- Maintain all documentation related to the Facilities Master Planning process in accordance with TCSG record retention policies.

- Update the Facilities Master Plan as necessary to reflect changes in strategic direction or operational needs.