

Policy for Alterations and Renovations of University Buildings

(The following is the text of a 3D memo issued by University President Peter Likins on October 21, 1998.)

All alterations and/or renovations of University Buildings *MUST* comply with the following to ensure project coordination and review, code compliances, and safety.

For purposes of this policy, alteration and renovation are defined as any work that modifies the permanently constructed facility. This includes adding, replacing, or relocating doors, walls or windows, altering or penetrating corridors or ceilings, adding on to or dividing existing space, or work on any building utility system including electrical, plumbing, ventilation, fire alarms, fire sprinklers, security systems, laboratory fume hoods, and telecommunications.

1. Work in University buildings or on campus grounds may not be performed by departmental staff, students or volunteers without prior written approval from the Director of Facilities Management. This will only be approved for very simple projects that can be completed safely with minimum risk of injury.
2. All work in University buildings must be coordinated by one of the following three units depending on project scope: Facilities Management, Facilities Design and Construction, or Space Management.
3. Contractor services must be arranged through applicable University procurement and contracting channels, regardless of the funding source for the work. Typically, projects costing less than \$25,000 (labor only) will be completed by Facilities Management or by contractors authorized by Procurement and Contracting Services. Projects costing more than \$25,000 (labor only) will typically be bid and coordinated by Facilities Design and Construction. Projects over \$25,000 require approval of the Space Committee.
4. All alteration and renovation projects, regardless of size must be reviewed and obtain a Permit issued by the Office of the State Fire Marshal and the University Department of Risk Management and Safety before construction may begin. The project coordinating unit (see no. 2 above) will prepare a project submittal for this purpose. Risk Management and Safety will receive submittals and coordinate approval from the State Fire Marshal.

These procedures are necessary to ensure health and safety and the appropriate coordination of building systems. Projects started without proper review have had the following problems in the past:

- Workers unknowingly disturbed asbestos materials, creating a hazard for building occupants.
- Completed projects have had to be dismantled when discovered by the State Fire Marshal.
- Unqualified electrical work resulted in breaker overloads and shock hazards to building occupants.

- Building ventilation systems have been disturbed, making heating/cooling work poorly.
- Student workers unknowingly tore out pneumatic control lines, necessitating FM repair.
- Self-installed security systems have auto-dialed to UAPD with no information as to location.
- Unauthorized contractor procurement resulted in illegal contract language and inadequate insurance.

These policies are effective immediately, and shall remain in effect, without exception. Non-approved projects that are initiated in violation of this policy will be corrected if necessary by Facilities Management, with all associated costs charged to the responsible unit. Non-compliance may result in disciplinary action. Thank you for your cooperation to ensure proper management of University buildings and resources.