

# ADMINISTRATIVE POLICIES AND PROCEDURES

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**SUBJECT:** BUILDING REPAIRS, ALTERATIONS, RENOVATIONS  
AND/OR MODIFICATIONS

**NUMBER:** 310

**AUTHORIZING BODY:** VICE PRESIDENT FOR FINANCE AND ADMINISTRATION

**RESPONSIBLE OFFICE:** FACILITIES MANAGEMENT

**DATE ISSUED:** SEPTEMBER 1990

**LAST UPDATE:** MAY 2009

**RATIONALE:** To establish clear guidelines to ensure repairs, upgrades, alterations and/or renovations of University Facilities are developed, reviewed, authorized and implemented according to standards and applicable construction and life safety requirements through the Facilities Management Department. Authorization is needed to protect the University and ensure quality and consistency.

**POLICY:** All requests for building repairs, upgrades, alterations, and renovations, including plans, must be sent to Facilities Management for review regardless of the funding source or work force. The Associate Vice President (AVP) of Facilities Management, or his/her designee, must approve all plans prior to bidding any contract or using any other entity to perform the work. Facilities Management will determine how the plans will be implemented. Any exception to this policy will require a written approval from the AVP of Facilities Management.

**SCOPE AND APPLICABILITY:** All members of the University community (administrators, faculty, staff, students and independent contractors) are required to abide by this policy.

## **DEFINITIONS:**

## **PROCEDURES:**

1. Repairs, upgrades, alterations and/or renovations, including but not limited to:



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- a. Cosmetic work such as painting or carpeting
  - b. Repairing furniture or equipment
  - c. Adding, replacing, or relocating doors, walls, or windows
  - d. Attaching to walls or ceilings (example shelving)
  - e. Altering or penetrating corridors or ceilings
  - f. Adding to or dividing existing spaces
  - g. Working on any building utility systems including electrical, plumbing, ventilation, fire alarms, fire sprinklers, security systems, laboratory fume hoods, and telecommunications.
2. Repairs, upgrades, alterations and/or renovations within University buildings or on campus grounds may not be performed by departmental staff, students, or volunteers, without prior written approval for the AVP of Facilities Management, or his/her designee. This will only be approved for very simple projects that can be completed safely with minimum risk of injury and must meet established standards.
3. Work must be performed by University skilled trades employees and any exception will follow the OUCMT contract, where Facilities Management will notify the union of their intention to out-source.
4. When outside contractors are authorized to undertake a project the work must be supervised by the Facilities Management Department. Attention must be paid to the following:
- a. The health and safety of University personnel and the general public, the Environmental Health & Fire Safety Department must review and determine appropriate action
  - b. Coordination to minimize disruption of on-going University business or activity
  - c. Coordination with existing campus and building standards



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- d. Compliance with all applicable Federal, State, Local and University regulations, codes, standards, and policies
  - e. Proper installation methods and standards so as to minimize future building maintenance costs
5. Contractor services must be arranged through applicable University procurement and contracting policies and procedures, regardless of the funding source for the work.
6. Regardless of size, all work must be reviewed and a determination of code requirements will be made. Facilities Management will submit drawings and specification to the proper Federal, State, Local and University authorities to obtain permitting.
7. Non-approved projects that are initiated in violation of this policy will be corrected if necessary by the Facilities Management Department, with all associated costs charged to the responsible unit, non-compliance may result in disciplinary action.

All departments requesting any form of remodeling, alterations, renovations, and/or modification of University facilities must submit a standard Work Request form to the Work Control Center within Facilities Management. Plans, drawings, and special requirements must be attached to provide supplemental information. Consultant services, with the consent of the requester, will be engaged as necessary to meet the department's needs. Self-help projects, designed for implementation by volunteer groups, must also be submitted for review and authorization to the AVP of Facilities Management.

Auxiliary Units, (on a case by case basis) may be authorized to manage their own project in its entirety by employing consultants (if appropriate) and contractors, at the discretion of Facilities Management. The competitive bidding process and the Administrative Policies and Procedures still apply. If authorized to proceed, the accountability for contract administration, project cost/schedule, and contractor performance rests with the Auxiliary Unit. The accountability for the protection of University assets remains with Facilities Management, and upon project completion, Facilities Management must be provided with a full set of "As-Built" drawings (electronically and/or a hard copy) depicting the changes made to any building system. For physical moves, it is the responsibility of the moving department to coordinate the relocation of telephone and/or data lines. During the planning stage for a move, Facilities Management will advise the department to contact the Help Desk to coordinate these line relocations. If authorization is given to a specific



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Auxiliary Unit, they must coordinate and inform all entities, Police Department, Work Control Center, University Technology Services, Health and Fire Safety, Property Management, Utilities Operations and Building Coordinators.

## **RELATED POLICIES AND FORMS:**

[OU AP&P #380 Work Orders](#)

[OU AP&P #315 New Routine Maintenance, Capital Asset Management, and Miscellaneous Management Department Services](#)

[OU AP&P #620 Environmental Health and Fire Safety](#)

[OU AP&P #1000 Procurement Policy](#)

[OU AP&P #360 Property Management](#)

## **APPENDIX:**



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