

## **Operating Policy for Facilities**

### Purpose

This policy establishes responsibility for the actual repair, maintenance, renovation, remodeling, and construction of campus buildings, grounds, related facilities, and attached equipment with the Physical Plant Division and the Design & Construction Management Division, unless specifically delegated by the Associate Vice Chancellor for Facilities & Campus Services.

### Overview

All on-site work involving repair, maintenance, renovation, remodeling, alterations, or construction to campus facilities must be accomplished by or coordinated through these divisions including the development of construction documents and administration of construction contracts. All contractors, once engaged, are also supervised on-site by Physical Plant or Design & Construction Management staff.

### Application

This policy applies, but is not limited to, the following:

1. the construction, fabrication, installation, alteration, or painting of partitions, doors, walls, ceilings, floors, shelves, windows, cabinets, air conditioning units, and any other equipment attached to campus buildings;
2. the construction, fabrication, installation, or alteration of utility service systems including electrical, gas, water, sewer, steam and air lines, and all mechanical control systems for these utilities within and outside campus buildings;
3. the routine maintenance, major maintenance, repairs, or installation of all structural, mechanical, electrical, and fire protection systems;
4. the planting and care of trees, shrubs, flowers, lawn areas, and all campus landscape elements and features, except those used for instruction or research purposes;
5. custodial services, refuse collection and disposal, recycling, and snow removal.

### Rationale

Work performed by non-facilities personnel often violates campus construction standards, can create hazardous situations, and may result in the ineffective expenditure of funds. If Physical Plant or Design & Construction Management are unaware of the result of such work, records will not be maintained and disruption of services may occur at a later date, or worse, a tradesperson may be physically harmed due to unrecorded alterations or installations. Work of this nature may also circumvent authorization and/or approvals required by the campus, the University, the Board of Trustees, or the state executive or legislative branches. In addition, unauthorized work

can violate University agreements with insurance carriers, regulations by various state or federal agencies (including the State Division of Capital Asset Management - DCAM), union agreements, state or federal statues, local ordinances, and requirements imposed by other regulatory agencies.

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Updated 2.19.2014 by the Communications Manager for Facilities & Campus Services.