

# Davis Applied Technology College

## Campus Renovation and Improvements Policy

**Effective Date: 9 June 2014**

Expanded President's Council Approval: 9 September 2013

President's Council Approval: 9 June 2014

### 1. Purpose

- 1.1 The Purpose of this policy is to describe the process for requesting renovations to facilities or systems and improvement/moves to offices and interior space.

### 2. Reference

- 2.1. Campus Development, Maintenance and Improvement Plan and Procedures
- 2.2. Campus Renovation and Improvements Policy
- 2.3. International Fire Codes
- 2.4. International Building Codes
- 2.5. Americans with Disability Act (ADA) Title II / 504

### 3. Definitions

- 3.1 **Project** - A project is defined as any work managed through the Facility Services Department, involving the construction, repair, renovation or rehabilitation of buildings, facilities or other permanent improvements on the campus of Davis Applied Technology College accomplished by a construction contract or use of Facility Services Department staff.
- 3.2 **Renovation Request** - Includes, but not limited to alterations of space and alterations to major building components or systems.
- 3.3 **Improvement Request** – Includes, but not limited to replacement of carpet or other floor finish material including baseboard; painting of walls, doors, ceilings and other paintable surfaces; general interior decorating improvements or upgrades.
- 3.4 **Move Request** – Includes, but not limited to rearrange offices, classrooms, workspace, shops, common areas, desks, computers, overheads, books, supplies and campus equipment or anything within space that needs to be transported from one place to another.

### 4. Policy

- 4.1 Facility Services is responsible for the accomplishment of projects that are designated as minor construction, alterations, improvements, and moves of equipment and furnishings to buildings approved by the Davis Applied Technology College President's Council. All such activities are done in compliance with all applicable laws, codes, regulations and ordinances.
- 4.2 The College has approved standards for floor coverings, paint, ceiling tiles, furnishing and window coverings that must be used for facility and furnishing improvements. The Campus Furnishings Standard binder is located in the Facility Services Department.

- 4.3 Facility improvements and furnishings are made with consideration for safety; condition of existing facilities and furnishings, cost, quality and practicability, custodial maintenance, acoustics, traffic density, location and area function.
- 4.4 Facility improvements, furnishing changes and purchases are funded from the requestor's budget.

## 5. Procedures

### 5.1 Requests

- 5.1.1 Employee requests for renovations, improvements or moves of offices, buildings, furnishings or equipment including carpet and paint, are to be submitted for review/approval by the appropriate supervisor and cognizant vice president to confirm the need for the improvement or move.
- 5.1.2 Upon approval, the supervisor submits a Project and Move Request Authorization Form (PMRA). Facility Services will review and provide the estimated cost to the requestor to accomplish the Project Request.
- 5.1.3 The President's Council reviews renovations or improvements to ensure consistency and coordination with College Standards, Energy Conservation Goals, and the Campus Master Plan.
- 5.1.4 Request is forwarded to the Fiscal Services Office to determine budget responsibility and may require fiscal approval.
- 5.1.5 Once funding is approved, the request is reviewed by the Vice President of Operations. Upon approval, the appropriate supervisor is consulted to coordinate the best schedule for accomplishment of the project and for communication with faculty, staff and students as appropriate.
- 5.1.6 If a project or move is not approved, the project supervisor is notified.
- 5.1.7 Due to the scope and/or capital funding needs, the project may be added to the Division of Facilities Construction and Management (DFCM) Project Priority List. In such cases, the supervisor will be notified of the status of the request.
- 5.1.8 Exception to facility and furnishing standards must be approved by the cognizant director, Facility Services Coordinator, and Vice President of Operations.

### 5.2 Discarding / Disposal of Equipment and Furnishings

- 5.2.1 **Discarding of Equipment & Furnishings** - The cognizant director, over the area being renovated, is responsible for surplus and disposal of any equipment that is program specific by following the procedures as outlined in the Property and Fixed Asset Procedure.
- 5.2.2 **Disposal of Furniture** - Facilities Services Department is responsible for the proper disposal of furniture, be it through reutilization in another area, sale or disposal following the procedures as outlined in the Assets Retirement Policy.

## PROJECT AND MOVE REQUEST AUTHORIZATION FORM

WO#: \_\_\_\_\_

PROJECT#: \_\_\_\_\_

1. Project Name – (completed by requestor)				
Department		Account Code		
Requestor		Phone Ext.		
E-Mail		<input type="checkbox"/> Move	<input type="checkbox"/> Project / Upgrade / Improvement	
Date of Request		Completion Date		
Criticality (mark box)	<input type="checkbox"/> Life/Safety	<input type="checkbox"/> Bldg/Asset (Preservation)	<input type="checkbox"/> New Staff/Faculty/Program	<input type="checkbox"/> Routine Maintenance
Building		Floor		Rooms

Description of Work: (include location, size, quantity, schedule (Who affected) - Attach sketch if needed)

Justification/Benefits To Be Derived From Project:

Approval Department Head: \_\_\_\_\_ Date: \_\_\_\_\_

### II. Conceptual Budget & Schedule – (completed by Facilities)

Planning & Design		\$
Construction		\$
Other Miscellaneous		\$
Contingency		\$
<b>TOTAL COST</b>		<b>\$</b>

Other Project Requirements:

Schedule (Estimated Time For Completion):

Facilities Services Coordinator Approval: \_\_\_\_\_ Date: \_\_\_\_\_

### III. Funding – Complete by Fiscal Services Office

ACCOUNT TO CHARGE: \_\_\_\_\_

APPROVED BY: \_\_\_\_\_ Date: \_\_\_\_\_

President's Council: \_\_\_\_\_ Date: \_\_\_\_\_

Cognizant VP : \_\_\_\_\_ Date: \_\_\_\_\_

#### PLANNING & CONSTRUCTION REVIEW

Indicates account# is valid, approval is by an individual authorized to approve expenditures against this account, & budget funds exist in the pooled budget that includes the account.

X \_\_\_\_\_  
Vice President of Operations

DATE: \_\_\_\_\_