



<b>BUSINESS POLICY AND PROCEDURE MANUAL</b>	Date Issued: 9/90	Revision Date:	Page: 1 of 1
			Classification Code: 06-05
	Section: PROPERTY & CAPITAL EQUIPMENT		
Subject: FURNISHINGS OR FACILITY ALTERATIONS			

Note: The following is provided as a guide for those having responsibility for programs, personnel or services that may require furnishings or facility alterations. Building Coordinators (See Policy 06-06) should be contacted with respect to building environmental problems including special custodial needs. When Facilities Management personnel plan alterations to the building structure and/or the basic use of space within the structure, administrators having programs and/or personnel using the structure can expect to be consulted or be informed regarding those plans.

**GENERAL STATEMENT OF POLICY**

1. All equipment/furnishings attached to walls, ceilings, or floors, and all additions or changes to the building must have the approval of the Director of Facilities Management prior to installation or change. In facility alterations, the Provost must approve plans for academic facilities and the Vice President for Finance & Administration must approve plans for non-academic facilities in concert with the Vice Presidents of the units involved. Whenever academic programs are affected, the Provost will need to endorse the request and whenever student programs are affected, the Vice President for Enrollment Management & Student Success will need to endorse the request.
  
2. Scheduling of Facilities Management work is the responsibility of the Director of Facilities Management. The Provost and Vice President for Finance & Administration working with the other Vice Presidents involved participate in establishing priorities. Facilities Management is capable of providing services in three major categories:
  - A. Maintenance and repair of all University facilities.
  - B. Departmental service requests.
  - C. Capital Improvements – projects and support work.



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## OPERATING PROCEDURES

1. **The maintenance and repair of University facilities includes** - (a) repair and operation of buildings – including walls, doors, floor surfaces, ceiling, ceiling or wall lighting, heating ventilation and air conditioning; (b) utilities distribution systems; (c) grounds – including streets, paths, walks; (d) power plant; and (e) the maintenance of general safety and sanitary conditions in the buildings and on the grounds. Facilities Management assumes responsibility for costs associated with such maintenance. The primary objective is to maintain the facilities at a level which will ensure the full life expectancy of the facilities and allow the University community to work and function in a pleasant and comfortable environment.
  
2. **The departmental service requests include** -
  - A. The maintenance and repair requirements of departmental equipment, departmental furniture (inventoriable items), desk lamps, bookshelves, bulletin boards, cabinets, etc.
  - B. Minor modifications to departmental furniture or equipment.
  - C. Installation of specialized departmental equipment or equipment acquired from an independent source.
  
3. **The Capital Improvements – Projects and Support Work includes** -
  - A. Facility improvements or utility system revision or installation, safety programs, major maintenance and/or repair of facilities, land improvements, equipment and small items for building improvements, technical services, etc.
  - B. Additions to and renovations of existing facilities.
  - C. New structures.
  - D. Energy management.
  - E. Handicapped accessibility.
  - F. Structural rearrangement or alterations of a suite of offices, laboratories or classrooms. When partitioning of rooms is an aspect of the alteration, assigning room numbers is the sole responsibility of Facilities Management as approved by the Vice President for Finance & Administration.



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Note: Examples of needs and appropriate procedures can be found at <http://facilities.semo.edu> by clicking Charge Policy in the menu bar on the left side.

**4. Maintenance and repair requests are initiated with the following process -**

- A. Work requests can be submitted by faculty, staff, students, or guests via the web at <http://facilities.semo.edu>.
- B. Work requests that require more immediate attention can be submitted via phone call to extension 2FIX.
- C. If there is a failure to respond to the request by Facilities Management, the requestor should write or call the Director of Facilities Management at extension 2292.

**5. Departmental requests are initiated with the following process -**

- A. Departmental requests that are small in scope and cost, can be submitted via the web at <http://facilities.semo.edu>. The work request will be processed and facilities management will bill the department according to the current charge policy which can be found at <http://facilities.semo.edu>. If upon review Facilities Management cannot accommodate the request within a reasonable time frame due to limited resources, the requestor will be notified and will be asked to complete a Project Request Form.
- B. Departmental requests that have been denied due to limited resources or which are larger in scope and cost should be submitted on the Project Request Form. This form is available at <http://facilities.semo.edu> or from Facilities Management and requires the signature of the Account Custodian, Department Chair, Dean/Director, and the Provost or Vice President. Requests submitted in this manner will be scheduled and prioritized by the Director of Facilities Management in coordination with the Provost and Vice Presidents.

**6. Capital Improvement requests initiated by a facility -** User must be approved by the supervising Dean or Vice President. The request then requires the endorsement of the Provost in the case of academic facilities and the Vice President for Finance & Administration in the case of non-academic facilities.