



Delaware State University

University Area(s) Responsible: Finance and Administration: Facilities Management Department

Policy Number & Name: 10-02 Building & Renovation Policy

Approval Date: 02/08/2016

Next Review Date: 02/08/2018

I. Purpose

The purpose of this policy is to establish clear guidelines to ensure that construction repairs, upgrades, alterations and/or renovations of Delaware State University facilities are developed, reviewed, authorized and implemented according to established standards as well as applicable construction and life safety code requirements through the Facilities Management Department (“FMD”). Proper authorization is required to protect the University and ensure quality and consistency. All construction, repairs, upgrades, alterations and/or renovations of University physical facilities (including the hiring of architects, engineers and contractors) are the responsibility of the FMD. No other department or individual is authorized to contract for or perform these functions (the “Policy”).

II. Scope & Applicability

This Policy applies to all University facilities, students, faculty, staff, contractors, visitors, and other related parties.

III. Policy

All requests for construction, repairs, upgrades, alterations and/or renovations, including plans (“Services”), must be sent to FMD for review regardless of the funding source or work force. The requesting Department Head and the Assistant Vice President (AVP) of FMD, or his/her designee, must approve all plans prior to bidding any contract or using any other entity to perform the work. Procurement of such Services must occur pursuant to the State of Delaware, Office of Management and Budget (“OMB”) guidelines, if applicable. FMD will determine how the plans will be implemented. Any exception to this policy shall require a written approval from the AVP of Facilities Management.

IV. Facilities Management Building Responsibilities:

1. Repairs, upgrades, alterations and/or renovations, including, but not limited to:
 - 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. Construction, repairs, upgrades, alterations and/or renovations within University buildings or on campus grounds may not be performed by departmental staff, students, or volunteers. Any exceptions to this policy provision require written approval of the AVP of FMD.
3. Work must be performed by University skilled trades employees and any exception will follow the Rights of Management Articles of the appropriate collective bargaining agreement.
4. When outside contractors are authorized to undertake a project the work must be supervised by the FMD. Attention must be paid to the following:
 - a. The health and safety of University personnel and the general public.
 - b. Coordination to minimize disruption of on-going University business or activity.
 - c. Compliance with existing campus and building standards.
 - d. Compliance with all applicable Federal, State, Local and University rules, regulations, codes, standards, and policies (e.g., the American With Disabilities Act, etc.).
 - e. Industry accepted installation methods, standards and best practices.
 - f. The use of any University tools, equipment or other property by contractors.
5. Contractor services must be arranged through applicable Federal, State, Local & University procurement/contracting policies and procedures, regardless of the funding source for the work.
6. Before the initiation of any such work, regardless of size, it must first be reviewed by the AVP of FMD or his/her designee, so that a determination of applicable code requirements can be made. FMD will then submit drawings and specifications to the appropriate Federal, State, Local and University authorities to obtain any necessary permitting, unless FMD determines, in its sole discretion, that no such permitting is required.
7. Projects that are initiated in violation of this policy may be temporarily halted by FMD to ensure that the Project is in compliance with this policy or to get said Project into

compliance with the Policy before the same moves forward. Any additional costs created as a consequence of this delay will be assessed to the responsible unit. Failure to comply with the Policy may result in disciplinary action against the faculty, staff or student who initiated the project.

V. Requesting Repairs or Renovations

1. Requesting Repairs

University faculty, staff or students requesting any building repairs must do so through the My School Dude web portal. www.myschoolbuilding.com.

2. Requesting Renovations

All departments requesting any form of construction, repairs, upgrades, alterations and/or renovations of University facilities must complete a Project Request Form electronically via the appropriate method to Facilities Management. Plans, drawings, and special requirements must be attached to provide supplemental information. Consultant services will be engaged by Facilities Management as deemed necessary to meet the department's needs.