UNIVERSITY OF CENTRAL OKLAHOMA

Policy ID:	ADM-PHY-2 Minor Revision 6 Status: C
Title:	Construction Authorization
Description:	A plan for any type of facility work, cosmetic, remodel, renovation, demolition or new construction, or a change in the functional use of a space must be submitted to the AES department for approval.
Category:	Physical Plant
Applies to:	Staff,Faculty,Department
Contact:	Physical Plant and AES

Purpose: Departments or employees considering facility work that changes the functional use of the space must have the plan approved by AES department prior to changes being made to UCO property. Changes in functional use of space include, but are not exclusive to: cosmetic, remodel, renovation, demolition, or new construction. Construction and installation of signage or other exterior appurtenances, temporary exterior stage sets must be coordinated through the AES department. If the policy is precluded, then direct cost and other penalties or expenses incurred will be assessed and charged to the department making the changes.

Policy Statement: Departments or employees are not allowed to perform any type of remodeling, construction of stages, or installation of signage or other appurtenances without the approval of the AES department. In addition, departments or employees are not allowed to change the functional use of a space (for example, changing a classroom into a computer lab) without review and approval by AES.

The reasons and concerns for this policy include potential problems related to:

- Injury to employees or students from demolition
- Proper removal and disposal of material from demolition (dumping of materials into drains, etc.)
- Lead containing materials exposed during demolition
- Asbestos containing materials encountered during demolition
- Making changes without taking into account existing systems and possible impact on air conditioning or heating systems, electrical, etc.
- Code issues - ADA, Fire Safety, OSHA
- Non use of campus standards (materials and finishes, etc.)
- Unlicensed contractors
- Overall compliance with best work practices and adherence to University, Federal, and State Standards
- Liability and lack of proper insurance, bonds, etc.
- Lack of control and coordination
- Other undefined hazard to occupants not involved in the work (bystanders)

Glossary of Terms: Cosmetic - superficial measures to make something look better, more attractive, or more impressive.

Remodel - to make-over in structure or style.

Renovation - the action of improving by renewing or restoring.

Demolition - tearing-down or destroying property.

Legal Citation:

Campus Links:

FAQs:

Formerly known as:

Approved on:	06/26/2007
Effective date:	08/31/2007
Keyword(s):	remodel, construction, AES, sign, safety, stage, demolition, renovation, installation
Last review date:	08/30/2011
Date posted:	June 28, 2007
Modified By:	
Date Modified:	Sep 1 2011 2:16PM