

Space Alterations and Changes

The university is required to maintain a detailed file of ALL space on campus by its layout, function, station count, and capacity. All projects on university property, regardless of funding source, which propose any modifications to the physical environment, inclusive of buildings and grounds, must be submitted to the Office of Facilities Planning once the approval of the appropriate Vice President has been received. Examples of projects include, but are not limited to, remodeling, installation of equipment, painting and carpeting. A copy of the Project Qualification Form currently in use is located in the University Forms section of this manual for your information. No work on any project shall commence without an approved Project Qualification Form. *Anyone authorizing work without such approval may be held personally liable for any damages.*

State law mandates that no General Fund moneys in excess of \$35,000 may be expended on modification of space without prior approval of the Department of Finance. The Office of Facilities Planning must report the project to the chairperson of the Joint Legislative Budget Committee via the Chancellor's Office. The use of non-state funds does not relieve the university of the requirements regarding notification and approval of the Chancellor's Office and Department of Finance.

This is intended to serve as a reminder of procedures, which have been in effect for many years. Your help in reminding all personnel of these requirements is appreciated.

If you have any questions, please feel free to contact the Office of Facilities Planning at 278-2424.

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Director