

ADMINISTRATIVE PROCEDURE

ADMIN-2

Alterations to University Facilities

Number: ADMIN-2	Name: Alterations to University Facilities.
Purpose: This administrative procedure prohibits any physical changes to University rooms, buildings, grounds, etc., without first getting written consent from the Chief Operations Officer. This administrative procedure outlines the requirements for planning, approving, and executing projects and alterations to University facilities. It ensures that all projects and alterations are authorized, comply with institutional standards, and are managed effectively. The purpose is to reinforce that the structure and physical nature of University facilities are the responsibility of the University and the Board of Governors, even though they may be predominantly utilized and operated by individual units. Any physical alterations need to adhere to certain institutional standards and therefore must be approved by the Chief Operations Officer. Approval is particularly important for any alterations to classrooms that may change seating capacity and/or other authorized uses of the space.	
Responsible Unit: President's Office	
Approved by:	

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This administrative procedure is issued by the Office of the President. Its purpose is to ensure that alterations to University facilities are authorized and performed in accordance with and conform to University standards and practices. For example, all alterations must be documented in blueprints, plans, etc., and archived for future reference to ensure accurate reporting, health/safety considerations, and reliable inventory documentation. This procedure applies to all departments of Marshall University, and any associated entities planning projects or alterations on properties owned by Marshall University or related entities.

1. Approval Process:

1. All University facilities are under the purview of Marshall University and its Board of Governors. These facilities serve the needs of individual divisions, colleges departments, units, *etc.*; however, they remain university facilities.
2. No individual, department or other entity may make alterations to University facilities without the express written authorization of the Chief Operations Officer of the University or his/her designee.
- Additionally, no individual, department, or other entity may initiate alterations to ~~classroom-~~ University facilities without receiving the express written authorization of the Chief Operations Officer of the University or his/her designee, regardless of the source of funding.

2. Contractor and Vendor Requirements:

- Contractors/workers must complete the 13-point qualification statement through the Office of Purchasing.
- Outside vendors with contracts must meet the same criteria.
- All projects require a signed contract, insurance compliance, and bonding per the State Attorney General and the Office of Purchasing.

3. Collaboration and Input:

- Departments must collaborate with the design team to review drawings through the Design Development phase.
- Faculty, staff, and other end users will provide input during programming and schematic design, with a select committee involved throughout the Design Development phase.

4. Project List and Costs:

- Total Project Cost must include all associated costs such as land acquisition, design fees, legal fees, permits, demo, abatement, utility relocation, construction cost, and FF&E.

5. Insurance and Accountability:

- Error and Omissions Insurance is required for designed projects to hold architects or engineers accountable for omitted items in drawings and specifications.

6. Warranty Management:

- Planning and Construction will oversee warranty information for new buildings and renovations, distribute it to needed departments, and maintain an electronic document on the Operations Teams site.
- Quarterly walkthroughs on warranted projects and scheduled evaluations on new construction projects.

7. Utility Coordination:

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- Planning and Construction will contact utility companies for new services, oversee installation, and pass along to the utility coordinator.

8. Bonding Requirements:

- Projects \$100,000 or over must be evaluated by Planning and Construction for bonding requirements of the State Attorney General.

9. Anti-Stringing Policy:

- No agency shall issue a series of requisitions to circumvent the \$50,000-\$100,000 threshold. Violations must be reported to the Legislature.

10. Construction Thresholds: - R&A oversees projects up to \$150,000 with approval from the Director of Facility Operations or up to \$250,000 with approval from the Senior VP of Operations. – Facilities and Operations oversees projects up to \$50,000 or up to \$100,000 with approval from the Director of Facility and Operations. – Housing oversees projects up to \$50,000 or up to \$100,000 with approval from the Director of Housing. - All other self-performing entities follow the \$50,000 or up to \$100,000 threshold set by the Marshall University Board of Governors.

11. Facility Alterations:

- No physical changes to University rooms, buildings, grounds, etc., without written consent from the Chief Operations Officer.
- Modifications involving fixed and semi-fixed enhancements and decor (paint, carpet, window blinds/shades, lighting fixtures, etc.) must be performed by Physical Plant and/or their authorized contractors.
- No individual, department, or other entity may affix or cause to have affixed any name to any University facility without the express approval of the Board of Governors in accordance with MUBOG Policy GA-10 or as described in section 5a below. Temporary signage designating an office's occupant(s) is exempted.
 - The President may authorize a small commemorative plaque containing the name and title of a deceased member of the faculty and staff to be affixed to a bench, provided the cost of the bench and plaque has been funded by donations for that purpose. The bench shall be placed in an appropriate area of campus designated by the Chief Operations Officer. Any other such memorialization shall be submitted to the Board of Governors for approval.

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4. ~~Modifications involving fixed and semi-fixed enhancements and decor (paint, carpet, window blinds/shades, lighting fixtures, etc.) for University offices, classrooms and other~~

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~~facilities constitute work that may only be performed by Physical Plant and/or their authorized contractors.~~

~~5. No individual, department, or other entity may affix or cause to have affixed any name to any University facility without the express approval of the Board of Governors in accordance with MUBOG Policy GA-10 or as described in section 5a below. Temporary signage designating an office's occupant(s) is exempted.~~

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~~6.~~ Definitions:

- a. For the purpose of this procedure, "facility" means any room, building, structure, ground, space, *etc.* on Marshall University property.
- b. "Alteration" means any change which may make a facility incapable of serving in its historic capacity.
- c. "Classroom" means any room which has historically held classes and/or may hold classes in the next one-to-two years.
- d. "Name" means the name of any individual, commercial entity, *etc.*, any word or phrase used to designate a room or other facility, or dedication or memorial.

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