

**Approval Date: February 21, 2006**

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**Parent Policy: [Planning, Renovation of Existing Facilities Policy](#)**

## **Non-Centrally Funded Renovation Procedure**

<b>Office of Administrative Responsibility:</b>	Office of the Associate Vice-President (Operations and Maintenance)
<b>Approver:</b>	Office of the Associate Vice-President (Planning & Project Delivery) Office of the Associate Vice-President (Operations & Maintenance) Office of the Associate Vice-President (Ancillary Services) Office of the Associate Vice-President (Utilities)
<b>Scope:</b>	Compliance with University procedure extends to all members of the University community.

### Overview

All facilities are owned, leased and operated by the University. Faculties and Departments are approved occupants of all space. It is imperative that the University abides by appropriate building standards and fire safety codes.

This procedure should be used for projects that require **renovation** where faculty/department funds will be used to fund the project.

### ***Purpose***

To ensure that all proposed changes to the **physical environment** in University facilities adhere to approved standards. Standards compliance ensures:

- Adequate carrying capacity for mechanical, electrical and structural systems.
- Adequate construction standards.
- Specialized capacities for **equipment** needs, and change of use.
- Universal access to all University space.
- Appropriate provision of warranties.
- All renovations, planned and constructed, meet University space and utilization standards.
- All renovations are recorded centrally for future reference.
- Safe occupancy and use of improvements within the space in compliance with building, fire, and safety codes.

## **PROCEDURE**

Changes in Use/Changes in Space Layouts

- This procedure is used for changes in structure, use or space layout; changes that would not be maintenance or **space/systems renewal** related projects.
- Operations and Maintenance will work with the faculty/department in planning any proposed changes to space. Requests can be submitted via e-mail, via telephone call to the faculty/department's assigned planner, or via submission of a Facilities and Operations Work Requisition.
- A request must identify the following: Faculty, Department, contact person, the space to be considered, the timeframe in which the renovations are preferred to be completed, and funding source(s) (i.e., speed code and account number).
- All requests must be forwarded to Operations and Maintenance.
- An Operations and Maintenance planner (see related links below for the Operations and Maintenance website to identify the planner assigned to each Faculty) or Project Manager will follow-up with the faculty/department contact person to review, discuss the request, proceed with planning, cost estimate and develop the project scope for sign-off by the Faculty/Department.
- All proposals will be planned and executed in accordance with University standards and approved procedures.

## **DEFINITIONS**

Any definitions listed in the following table apply to this document only with no implied or intended institution-wide use. [\[▲Top\]](#)

<b>Non-Centrally funded</b>	Funds provided by department, grant, etc; not centrally administered through the FAR process.
<b>Renovation or Alteration</b>	Any physical change to space that relates to more than renewed surface finishes.
<b>Physical environment</b>	Interior space within an existing building.
<b>Equipment</b>	User-related implements either built-in or freestanding. Generally requires one or several power outlets, water, drainage, ventilation, and is part of base building systems.
<b>Space/Systems Renewal</b>	Upgrades and improvements to space that, rather than physical changes, involve renewed surface finishes and systems improvements. Renewal projects would apply to areas in which there is no change in use and would be used to upgrade large base building system deferred maintenance issues in order to support current usage and operation. Renewal includes repainting, replacement of flooring, replacing piping, replacement of air systems, rebuilding of sidewalks, or upgrading a building envelope.
<b>Base Building Systems</b>	The basic building structure, including roof and exterior walls, basic mechanical and electrical systems, and the service core.

## **FORMS**

Should a link fail, please contact [uappol@ualberta.ca](mailto:uappol@ualberta.ca). [\[▲Top\]](#)

[Facilities and Operations Work Requisition](#)

## **RELATED LINKS**

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[Operations and Maintenance](#) (University of Alberta)