

Approval Date: February 21, 2006

Most Recent Editorial Date: November 1, 2017

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

Renovation Procedure

Office of Administrative Responsibility:	Office of the Associate Vice-President (Planning & Project Delivery) Office of the Associate Vice-President (Operations and Maintenance)
Approver:	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)
Scope:	Compliance with this University procedure extends to all faculties and departments within the University.

Overview

All University facilities are controlled and operated by UAlberta except for leased facilities, which may be controlled and operated by the building owner. UAlberta, through Facilities & Operations, must comply with provincial legislation and standards, guidelines, and regulations pertaining to construction and safety codes for any changes to the physical environment to UAlberta facilities controlled and operated by the University of Alberta.

This procedure is to be used for all projects that require **renovation**.

Purpose

To ensure that all renovations to UAlberta facilities are managed in accordance with UAlberta requirements

PROCEDURE

This procedure is used for changes in use or space layout. These changes are not maintenance or **space/systems renewal** related projects.

- The Space Management Unit will work with the faculty/department in planning and approving any proposed changes to space. Requests can be submitted to the faculty/department's assigned planner, or via submission of a Facilities and Operations Work Requisition.
- A request must identify the following:
 - a) Faculty or Department;
 - b) Contact person;
 - c) The space to be considered;
 - d) Preferred timeframe for renovations; and
 - e) Funding source(s) (i.e., speed code).
- All requests must be forwarded to the Space Management Unit.

- The planner 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. [\[▲Top\]](#)

Renovation or Alteration	Any physical change to space that relates to more than renewed surface finishes.
Physical environment	Interior space within an existing building.
Equipment	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.
Space/Systems Renewal	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, replacing flooring, replacing piping, replacing air systems, rebuilding sidewalks, or upgrading a building envelope.
Base Building Systems	The basic building structure, including roof and exterior walls, basic mechanical and electrical systems, and the service core.

FORMS

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[Facilities and Operations Work Requisition](#)

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

PUBLISHED PROCEDURES OF THE PARENT POLICY

- [Demolition Procedure](#)
- [Renovation Procedure](#)