

RENOVATIONS

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(REGULATION)

The College shall provide for renovations as funds are available and the renovation is fully justified. Replacement of fixed equipment shall be made as needed and/or through the regular budgeting process. Procedures governing renovations are as follows:

1. Planning for renovations should be accomplished by April 1, each year. Planning includes feasibility, schematics, and approximate costs.
2. All requests for structural changes, including schematics of facilities, must be approved by the appropriate Dean before submission to the Dean of College/Financial Services for further action.
3. The approved request shall be examined for feasibility in regard to space utilization, air conditioning and heating impact, general aesthetics, and cost.
4. The Director of Physical Plant shall be responsible for the selection of methods of completion of such structural changes. If the Maintenance and Operations Department has the capability and time for completing the tasks, the Director of Physical Plant will estimate the costs and include in his budget request as one of the tasks in the renovations section of the budget. If the tasks are beyond the capability of the department, the Director shall submit the schematics to an outside contractor in an attempt to get cost and time estimates and submit a written report to the appropriate Dean and Dean of College/Financial Services prior to the deadline. If the request meets all of the criteria, the appropriate Dean shall be responsible to see that the request is included in the budget request.
5. Requests for renovations not involving structural changes may be handled at the direction of the individual budget manager so long as the cost is included in his budget request.
6. Normal on-going repairs to the facilities shall be the responsibility of the Maintenance and Operations Department.

Fixed equipment replacement procedures are as follows:

1. The Director of Physical Plant will be responsible for planning fixed equipment replacement.
2. A cyclic maintenance program will be maintained that will prolong the useful life of the fixed equipment.
3. Emergency fixed equipment replacement will be made as needed to maintain satisfactory College operation.

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4. There is a difference between furniture and equipment. Any furniture is expected to last indefinitely with proper care and should be capitalized regardless of cost.