



AP 6501 Campus Modifications

References:

NWCCU 2020 Standard 1.B.3 and 2.I.1
BP/AP 6500 Property Management
BP 3250 Institutional Planning
AP 6200 Budget Preparation
AP 4020 Program and Curriculum Development

Purpose

The following procedure provides information and instructions for requesting campus improvements that require modifications to existing facilities. This procedure will ensure that requests are complete and have been evaluated for potential impact to the college's long-range strategic plans and programs, and have appropriate funding. Approved campus modifications are generally managed through the College's Facilities Management Planning and Construction (FMPC) Department.

Modifications, for the purpose of this procedure, include but are not limited to: changes or alterations to any fixed part of a building, changes to pedestrian circulation patterns including campus walkways and ramps, campus electrical and utility infrastructure, and any other changes or alterations which directly affect the function or access to any college grounds, building or room. Changes to electrical and mechanical systems may or may not be necessary for all modification requests and will depend on the project and complexity as determined by the college FMPC department.

The following definitions are to help further clarify campus modifications.

Definitions of Campus Modifications

1. **Remodel Requests:** Construction projects that improve or enhance an existing facility costing less than \$75,000. Examples include, but are not limited to, removing or building a wall or inserting or removing windows or electrical improvements. These projects can come from either the Department level or Executive Team (E-Team), with funding identified as campus capital maintenance funds or other funding such as department funds or grants.

2. **Redesign Requests:** Projects that involve redesigning an existing office space without construction. This could be rearranging of furniture layout, painting walls, replacing carpet, etc. These projects typically originate from the Department level, with funding identified as campus capital maintenance funds or other funding such as department funds or grants.

3. **Capital Requests:** Projects which improve or enhance an existing facility, or construction of a new facility costing \$75,000 or more. Examples include construction,



modular additions, and large building renovations. These projects are typically defined by E-Team and funding is determined by E-Team. Most funding for this type of request originates from Bond funds or State stipulated dollars.

4. Major Maintenance Requests: Projects that preserve or recondition a facility for its intended use, and do not change the use or increase the value of the building. Examples include air conditioning/heating systems repair, elevator repair, re-roofs, siding replacement, painting exterior, etc. These projects are generally requested by the FMPC department and included in the planned list of maintenance projects submitted at each budget year. However, requests can come from either the Department level or E-Team, with funding identified as capital maintenance funds or other funding such as bond funds or grants, or even State Funds. Requests made outside of the approved fiscal budget will require the requestor to submit a Campus Modification Request Form.

5. Routine Maintenance Requests: Requests that are not considered remodel or major maintenance requests. Examples include, but are not limited to, replacement of a broken window, replacement of light bulbs and other repairs needed to the infrastructure of a building. These projects typically originate from the Department level, with funding identified as facilities maintenance funds. A Campus Modification Request Form is not necessary for these types of modifications. Rather a Work Request should be submitted to the FMPC Department using the Computerized Maintenance Management System (CMMS). See [Work Request procedure](#) for additional information on how to send a work request to FMPC.

Campus Modification Request Procedure

All modifications made to college facilities must reflect the college's strategic plan and must conform to all codes and regulations which apply to all modifications. A campus modification for a building is only valid for a space which is already assigned to the originating department. For information about allocation of building space on campus, see the Space Assignment Procedure AP-6502.

1. Request Form. The department Dean or equivalent should initiate a Campus Modification Request Form for all improvements that qualify under definitions 1-4 herein. The requestor will complete step 1 of the form and include a justification for the work as well as a general description of the desired changes to the department's existing space. When completed, the request will be routed through a review and approval process.

2. Initial Review. The FMPC department will provide the initial review of the request and coordinate with the requestor to verify project details and provide additional recommendations for elements that may not have been addressed in the request. Once sufficient background information has been gathered to provide an adequate evaluation of the proposal, FMPC will develop a projected schedule and cost estimate for the



requested modifications and complete step 2 of the request form. The form will then be sent to the requestor's VP, which is the next step of the review and approval process.

3. **Administration Review.** If the requestor's VP approves the request, the campus modification request form will be sent to the college E-Team for final review.

4. **Final Review.** The E-Team will evaluate requests to ensure the following:

- The project is categorized properly.
- All necessary information is provided, including project justification and conformance to college strategic facilities plans, if applicable.
- The project does not conflict with other identified College strategic goals and plans.
- Impacts on other College programs have been fully identified.
- Funding is available.

5. **Approvals.** All approved campus modification request forms will be returned to the requestor and also to the FMPC department for scheduling and coordinating the work. If the project is rejected, requester is notified and no further action is taken.

Rescinds Procedure/Policy Number: AP-069

Approved: April 4, 2023