

Sam Houston State University
A Member of The Texas State University System

Finance & Operations Policy FO-FM-07
Building Modifications

The Sam Houston State University Department of Facilities Management (FM) provides regulation and oversight to all university-occupied buildings; therefore, all requests to modify or enhance property must be submitted to Facilities Management. Any interior or exterior modifications to university-owned facilities must have prior approval from FM.

FM ensures all building modifications and/or improvements are performed in accordance with the University Strategic Plan, Campus Master Plan, and the Capital Improvement Program (CIP) in an effort to comply with applicable federal and state law, and local ordinances and codes.

Building modifications and/or improvements requiring FM approval may include but are not limited to the following: any renovation to the interior or exterior, wall removal/installation, flooring replacement, painting, window replacements, cutting doorways, windows, any alterations to plumbing, HVAC or electrical, cabinet installations, stationary furniture installation (i.e., cubicles, conference room tables, anything that requires electricity, HVAC, or plumbing), signage installation, etc.), locks, landscape changes, etc.

The following procedures shall apply:

Any requested interior or exterior modifications or services, no matter the cost, will require an estimate to be completed by FM; estimates are prepared at no cost. Estimates are requested through the current FM work order system. The requestor must supply sufficient details on the scope of work, requested timeline, and primary department contact. FM staff will review the requested scope of the project and building specifications and then acquire an estimate. All outside vendor work must have prior approval from FM.

All building modifications resulting in changes to floor plans, including but not limited to door modification, new door installations, relocation of doors, changes to walls, etc., must be reported to Campus Space Management.

Building modifications or improvements are not considered maintenance or repair. Account numbers will be required from the requesting department.

For all projects with estimated costs of \$5,000 and above, the following levels of approval have been established:

- \$5,000 to 10,000 – Department Chair/Director
- \$10,000 to \$50,000 – Deans/AVP
- \$50,000 to \$500,000 - VP
- \$500,000 to \$4,000,000 – President

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Facilities Management maintains the Capital Improvement Plan (CIP) submitted annually for approval to the TSUS Board of Regents. All projects of \$1,000,000 or more will be included in the CIP. For purposes of including all necessary projects in the CIP approval process, smaller projects with a total project cost of less than \$1,000,000 may be combined into an aggregated renovation and repair projects and then presented to the Board of Regents.

All projects will be completed in accordance with the Texas State University System Policies and Procedures Manual for Planning and Construction and will meet ADA requirements.

Reviewed by: Juan Nuñez, Vice President for Facilities Management
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