

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

Finance & Operations Policy FO-FM-07
Building Modifications

Sam Houston State University department of Facilities Management provides oversight to all university occupied buildings; therefore, all requests to modify property must be submitted to Facilities Management.

Facilities Management ensures all building modifications are performed in accordance with the University Strategic Plan, Campus Master Plan, and the Capital Improvement Program (CIP). The following procedures shall apply:

Any requested improvements at an estimated value of \$5,000 or more to a facility or improvements requiring the services of a contractor; will require an estimate to secure project approvals. Improvement examples include but are not limited to: interior walls modification, cutting doorways and/or windows, plumbing, or electrical alterations. Estimates are prepared at no cost by the Planning & Construction section of the Facilities Management department and should be requested using the current Facilities Management work order system. The requestor must supply sufficient details on the scope of work and an ideal timeline.

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

Building modifications are not considered maintenance or repair and are done on a cost reimbursable basis. Account numbers will be required for charge back to the requesting department.

For facility projects over \$5,000, the following levels of approval have been established:

- \$5,000 to 10,000 - Deans
- \$10,000 to \$50,000 – Vice President
- \$50,000 to \$500,000 – President
- \$500,000 to \$1,000,000 – Chancellor
- Over \$1,000,000 – Board of Regents
- Over \$4,000,000 – Texas Higher Education Coordinating Board

Additionally all projects over \$5,000 will be included in the CIP approved annually by the Board of Regents. For purposes of including all necessary projects in the CIP approval process, smaller projects may be combined into larger miscellaneous renovation and repair projects 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 Nunez, Associate Vice President for Facilities Management
Date: 11/2017

Approved by: J. Carlos Hernandez, Vice President for Finance and Operations
Next Review: August 2020