

Policy: **College-owned Facilities Renovation & New Construction**

Responsible for Policy: Facilities

Policy Number: **F-4**

Most recent approval date: July 2015

Policy Statement

All requests for major renovations and new construction to College-owned facilities must be reviewed by the College administration and presented to the FLCC Projects Committee and/or Ontario County's Public Works Committee for inclusion in the College's Capital Improvement Plan.

Departmental requests for minor renovations and new construction should be requested as part of the annual operating budget process.

Departmental requests for incidental renovations to correct building deficiencies throughout the year shall be submitted to the Facilities for consideration and approval.

The Director of Physical Plant shall be responsible for generating all work orders as appropriate and for oversight of all facilities projects. Under no circumstances are college employees to undertake construction, renovation or decorating projects without prior written approval by the Director of Physical Plant.

Reason for Policy

This policy has been designed to promote and ensure a safe environment for occupants of all Finger Lakes Community College facilities.

Applicability of the Policy

All members of the campus community should be familiar with this policy.

Definitions

Major renovations: project to be funded 50% state and 50% local funds

Minor renovations: projects to be funded by the operating budget generally targeted towards, but not limited to, wall, ceiling, floor and wiring repair and maintenance.

Related Documents

- None

Procedures

No separate procedures statement

Forms/Online Processes

- None

Appendix

- None

Review date/action taken:

- May 2010: original approval date
- Fall 2012: no revisions
- July 2015: non-substantive revisions