HSC OP: 61.02, Remodeling Projects/Painting

PURPOSE: The purpose of this Health Sciences Center Operating Policy and Procedure (HSC OP) is to establish policy for the initiation and completion of remodeling and painting projects within TTUHSC facilities.

REVIEW: This HSC OP will be reviewed by April 1 of each odd-numbered year (ONY), by the Director of Plant Operations and the Assistant Vice President for Physical Plant and Support Services, with recommendations for revisions forwarded to the Executive Vice President for Finance and Administration by April 15.

POLICY/PROCEDURE:

All campuses will follow these or regionally adopted procedures to achieve work tracking, work control, cost accountability and compliance with mandated uses of appropriated maintenance funds. At the Amarillo, Abilene, and Permian Basin (Odessa & Midland) campuses, the authority having jurisdiction is the Director of Facilities Operations and Maintenance (FO&M) and the Assistant VP for Physical Plant & Support Services (AVPPPSS). For the Lubbock campus, the authority is the Director of Plant Operations and the AVPPPSS.

All campuses will process the NEW CONSTRUCTION REQUEST FORM (Attachment A) or a similar regionally approved form. Local adaptation to implement this HSC OP is permissible provided that the intent is not compromised and that the process is approved in writing by the Assistant Vice President for Physical Plant and Support Services. Planning, Design and Construction (PDC) and FOM Offices report to the Office of AVPPPSS.

1. Remodeling Projects.
   a. All TTUHSC departments are required to utilize TTUHSC Physical Plant & Support Services / FO&M when any remodeling modifications are required in a TTUHSC facility. Requests for these services are initiated with the department’s submission of a completed NEW CONSTRUCTION REQUEST FORM (NCRF) (Attachment A) along with any appropriate information such as drawing concepts to the PDC Office, BA111 HSC Building, or the appropriate regional FO&M department. The submitting department shall evaluate the request to verify the alterations are essential in meeting the goals of the HSC. PDC will review all the submitted NCRF’s for approval and compliance with appropriate codes and standards and HSC guidelines. Architectural/Engineering services will be implemented by PDC as required. PDC will forward the designed and reviewed NCRF to Plant Operations and regional FO&M. An estimate of cost will be prepared and sent to the requesting department for approval. If a cost estimate is not required, the department can note as “Actual Work” to expedite the requested work. The submitting department shall note any “Required Completion Date” with the month and date required. “ASAP” will automatically enter the request sequentially from the date received.

   b. In the event the work requested is beyond the capability of Plant Operations / FO&M, or if Plant Operations / FO&M is unable to meet the requested project time schedule, the PDC Office will in cooperation with Plant Operations / FO&M contract the services with outside vendors. The PDC Office is responsible for assuring that the work of outside vendors complies with approved scope. The AVPPPSS, or designee, will inspect and must approve the work performed by outside vendors prior to the final payment for the project.

   c. Departmental equipment purchases may require electrical and/or mechanical alterations as determined by the qualified individuals, such as engineering professionals or licensed trades.
d. Renovations shall include the removal of all abandoned utilities and devices back to the source. Structural modifications (i.e., removing or adding partitions) to a space will require evaluation for replacement of the suspended ceiling and all associated infrastructure and flooring. These modifications will also trigger upgrades to meet the latest accessibility standards (TAS/ADA), which will be incorporated into the project.

e. Departments shall not use any outside agency, group, or individual to accomplish building or building system modifications. Should any department use unauthorized resources, any required corrections or removal of the unauthorized modifications shall be charged to the responsible department.

2. Interior Painting of TTUHSC Buildings.

a. Interior painting will be performed by Plant Operations / FO&M or by a contracted vendor on a prioritized use/need schedule as determined by Plant Operations / FO&M and as governed by appropriated maintenance resources. Specific areas such as corridors, classrooms, public restrooms and other general use areas receiving exceptionally high usage typically require an accelerated painting cycle. Selected areas of HSC facilities are annually programmed by Plant Operations / FO&M for maintenance painting. Areas other than general public use or academic support are programmed for maintenance painting based on department requests, need, and/or renewal painting cycle.

b. All office areas shall be painted to meet interior standards and guidelines. Accent colors are allowed on one wall if desired by the department chairperson or director of the area being painted. Planning, Design & Construction, Plant Operations or designee will coordinate and approve all paint color selections. The painting of an area where a new accent color is requested will be paid for by the department making the request. In addition, any department requesting repainting of an area before the need-based cycle for convenience or color change, will normally be required to pay for the painting.

c. Touch-up painting is generally not approved. When touch-up is required, the entire wall or area is to be repainted and repaired.

d. Door frames and built-in furniture, such as cabinets, shelving, etc., are considered a part of the building and will be repainted or refinished along with the area during the maintenance painting cycle, and/or when institutionally necessary.

e. Repair and refinishing of movable furniture will be on an “as needed” basis.
   (1) Classroom seating or other general purpose public area furniture purchased with state funds normally used for academic purposes, or the general public will be maintained by Plant Operations or FO&M.
   (2) The repair and refinishing of office furniture or equipment specifically purchased by or assigned to a department or used for patient care will be performed by Plant Operations/FO&M or outsourced vendor on a departmental charge basis.

f. To request painting services listed above for Regional Campuses, complete WebTMA request form through the designated WebTMA person in your department. For the Lubbock campus, this request should be emailed to PlantOperations@ttuhsc.edu. Questions should be called in to Plant Operations Work Control. See www.ttuhs.edu/pplant/FOM.aspx for contact information. Decisions regarding the condition of institutional finishes and the eligibility for maintenance painting will be approved by the Director of Plant Operations / FO&M, and are dependent upon available funding and resources.

g. The painting or refinishing of walls, rooms, areas, furniture or equipment by unauthorized personnel is prohibited. Authorized personnel are employees assigned to Plant Operations/FO&M or contract painters hired by Physical Plant Planning, Design & Construction / Plant Operations / FO&M.

h. Any area which has been painted by an individual or department will be repainted by Plant Operations/FO&M if the quality of the work fails to meet TTUHSC workmanship, material or color standards. The cost of the repainting will be charged to the department.