



TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER

Operating Policy and Procedure

HSC OP: 61.15, **Approval of the Erection of Temporary or Permanent Structures on TTUHSC Grounds or Buildings**

PURPOSE: The purpose of this Health Sciences Center Operating Policy and Procedure (HSC OP) is to establish the approval process for the erection or modification of structures on the grounds or buildings on TTUHSC campuses. This HSC OP applies to all TTUHSC campus locations.

REVIEW: This HSC OP will be reviewed on September 1 every four years (E4Y) by the Directors of Facilities Operations, with recommendations for revision forwarded to the Vice President for Facilities and Safety Services by October 1.

POLICY/PROCEDURE:

1. Policy.

- a. To maintain a well-groomed, orderly and safe campus, and comply with regulatory requirements and campus standards, it is necessary to assign responsibility for control of the erection or modification of structures on the grounds and buildings on TTUHSC campuses. The Campus Facilities Operations Directors in correlation with the VPFS are responsible for controlling the erection of temporary structures and permanent minor structures for their respective campuses.
- b. The following factors will be considered in approving the erection or modification of structures:
 - (1) The future plans for the proposed site (normally defined in the Campus Master Plan);
 - (2) Any possible hazards that may be created;
 - (3) Whether the proposal is aesthetically pleasing and in harmony with the surrounding area, buildings, and the campus in general;
 - (4) Whether any problems are created in the maintenance of the area, including irrigation systems;
 - (5) The obligation of TTUHSC to maintain, protect or retain the facility deed, easements, or code restriction;
 - (6) Compliance with appropriate regulatory requirements, standards, codes and accepted practices; and,
 - (7) Any other aspect relevant to the project.

2. Temporary Structures.

- a. The definition of a temporary structure is a physical modification to the TTUHSC grounds or exterior of buildings which will be in place for a short time period, normally a few days, and in all cases, less than one year. Examples are: signs, plantings, outside storage, works of art, exterior wiring, trailers, etc.
- b. The Campus Facilities Operations Directors are responsible for controlling the erection of temporary structures. This responsibility includes promoting safety, avoiding detrimental effects to all TTUHSC operations, and preventing visual pollution. Requests for erection of structures will be made to the Facilities Operations Directors.
- c. Before erecting a temporary structure, the written approval of the respective Facilities Operations Director must be secured. Requests for erecting a temporary structure must be made to the respective Facilities Operations Director. After consultation with other

appropriate resources, the respective Facilities Operations Director will approve or disapprove the request in writing. The decision of the respective Facilities Operations Director may be appealed through the VPFSS to the TTUHSC President's Executive Committee (PEC). Decisions of the PEC are final.

- d. Blanket approvals for certain types of temporary structures may be arranged with a written agreement with the VPFSS (e.g., a designated exterior area for displaying sculpture).
- e. Certain temporary structures may require plans and specifications to be completed by qualified design professionals.

3. **Permanent Minor Structures.**

- a. The definition of a permanent minor structure is any physical modification to TTUHSC grounds or buildings (exterior and interior) which will be in place for more than one year and which costs less than \$250,000. Examples are: fences, modifications to rooms, signs, monuments, recreation/athletic facilities, sculpture, building, landscaping, wiring, trailers, corridors, etc.
- b. The Facilities Operations Directors are responsible for compliance with *Regents' Rules*, Section 08.01.4, facilitating review and approval of all exterior modification with TTUS Facilities Planning & Construction (FP&C) and insuring that approved modifications conform to campus master planned standards. This responsibility includes promoting safety, avoiding detrimental effects to all TTUHSC operations, and preventing visual pollution.
- c. Before erecting a permanent minor structure, written approval through respective Facilities Operations Directors in conjunction with TTUS FP&C must be secured. The decision of the Facilities Operations Directors or TTUS FP&C may be appealed through the VPFSS to the Board of Regents. The decision of the Chancellor's Office or Board of Regents is final.

4. **Permanent Major Structures.**

- a. The definition of permanent major structures is any physical modification to the TTUHSC grounds or buildings (exterior or interior) which will be in place for more than one year and which costs \$250,000 or more. Examples are: buildings, landscaping, room modifications, etc.
- b. TTUS FP&C, through the respective Facilities Operations Director in conjunction with the VPFSS, is responsible for controlling the erection of permanent major structures.
- c. Before the construction or installation of any permanent major structure is begun, the approval of the respective Facilities Operations Director in conjunction with TTUS FP&C is required. All requests that require TTUS FP&C review and approval (typically new capital construction projects) should be made in writing and transmitted through administrative channels to the respective Facilities Operations Director in conjunction with the VPFSS to facilitate the process. All requests must be accompanied by a site plan showing the exact location of the proposed facility/structure.
- d. The decision of items sent for TTUS FP&C consideration will be transmitted to the originator of the request. In all cases, the office of the Chancellor and/or the Board of Regents must grant approval for the installation.

5. **Other Non-Building Structures.** Structures of this type must also obtain approval of the VPFSS and follow process outlined above. This may include gardens, artwork or benches.

6. **Signage.** Refer to [HSC OP 61.05](#), Freestanding Exterior Signs.

7. All requirements stated in [HSC OP 61.07](#), TTUHSC Grounds, Facilities and Amplification Equipment, must also be followed.