



TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER

Operating Policy and Procedure

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 Directors of Facilities Operations and Facilities Planning, with recommendations for revision forwarded to the Vice President of Facilities and Safety Services by April 15.

POLICY/PROCEDURE:

All campuses will follow these adopted procedures to achieve work tracking, work control, cost accountability and compliance with mandated uses of appropriated maintenance funds. For all Texas Tech University Health Sciences Center Campuses including Abilene, Amarillo, Lubbock, Midland, and Odessa all campuses, the authority having jurisdiction is the Director of Facilities Operations and the VP of Facilities and Safety Services (VPFSS).

All campuses and Departments will process remodeling and construction requests via the Facilities & Safety WebRaider portal tab "Submit a Request for Service" process.

1. Remodeling Projects.

- a. All TTUHSC departments on all campuses are required to utilize TTUHSC Facilities and Safety Services offices when any remodeling modifications are required in a TTUHSC facility. Requests for these services are initiated with the department's submission of a completed WebRaider "Service Request" indicating "New Construction/Remodeling. The submitting department shall evaluate the request to verify the alterations are essential in meeting the goals of the HSC. Facilities and Safety Services will review all the submitted "New Construction/Remodeling Service Requests" for approval and compliance with appropriate codes and standards and HSC guidelines. Based upon initial review of request, Facilities Operations and Facilities Planning will determine the best route of execution depending upon complexity, estimated order of magnitude, and duration. If determined that the best route execution requires a Project Manager, Facilities Planning will assign a PM and be responsible to facilitate the request. Otherwise, Facilities Operations at the respective campus will take responsibility to facilitate the request. An estimate of cost will be prepared and sent to the requesting department for approval when the "Requesting Estimate" radio button is checked. If a cost estimate is not required, the department can leave the radio button unchecked. The submitting department shall note any "Desired Completion Date" with the month and date required; note that Facilities and Safety Services will review completion date and inform the requesting department if date is possible based on the request. "ASAP" will automatically enter the request sequentially from the date received.
- b. In the event it is determined that a PM is required the Facilities Planning Office will in cooperation with Facilities Operations contract the services with outside vendors. Both Facilities Operations and Planning are responsible for assuring that the work of outside vendors complies with approved scope. The VPFSS, 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 Facilities Operations and Planning, such as consultants or licensed trades.

As such, all equipment purchases shall have prior review and approval for purchase by Facilities Operations. If consultants are required, the requests for purchase will be forwarded to Facilities Planning. All consultation fee will be at the cost of the requesting department.

- 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), removal of Asbestos Containing Materials, Occupant safety requirements and 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 not heeding to this requirement any required corrections or removal of the unauthorized modifications shall be charged to the responsible department. There will be a charge for fully inspecting unauthorized work. The department is responsible for fully funding corrections due to unauthorized work done by the department; this includes but is not limited to, replacement of furniture that does not meet TTUHSC standards.

2. Interior Finishes Renewal within TTUHSC Buildings.

- a. Interior finishes are defined as carpet replacement, cabinetry, seating, wall coverings, and ceilings.
- b. Interior finishes renewal will be performed by Facilities Operations or by a contracted vendor on a prioritized use/need schedule as determined by Facilities Operations 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 renewal cycle. Selected areas of TTUHSC facilities are programmed by Facilities Operations for maintenance renewal. Areas other than general public use or academic support are programmed for maintenance renewal based on department requests, need, and/or renewal cycle.
- c. All office areas shall be renewed to meet interior standards and guidelines. Paint applied as an accent color are allowed on one wall, if desired by the department chairperson or director of the area being renewed. Facilities Planning Facilities Operations or designee will coordinate and approve all renewal color selections based upon approved building standards. 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 renewal of an area before the need-based cycle for convenience or color change will be required to pay for the painting. The department is responsible for damage to the wall(s) and any out of ordinary wear to the paint.
- d. Touch-up painting is not approved. When touch-up is required, the entire wall or area is to be repainted and repaired.
- e. Doors, door frames and built-in furniture, such as cabinets, shelving, etc., are considered as long-life items and are a part of the building. It is the occupying department's responsibility to report damage to these building items promptly to avoid continued deterioration from neglect. As reported, each item will be evaluated on a case by case basis to determine the cause of the damage. A cost will be assessed to the department, if the determination that the damage is/was caused by out of the ordinary use. If not reported these items will be evaluated when there is a call to renew a space or during maintenance renewal of the area, and/or when institutionally necessary. Note that any out of ordinary deterioration, including but not limited to repeated or excessive scratching, chips, holes, dents, dings or stripped out screws due to out of the ordinary use of these long life built in/building items will be funded by the department assigned to the space or department deemed responsible regardless when identified for correction. Institutional replacement or major repairs will only be done when funding is

identified and available, however, the institution is not responsible and will not fund replacement of any built-ins not purchased or installed to building standards regardless of time of installation.

- f. To request renewal services listed above submit requests via the Facilities & Safety WebRaider portal tab "Submit a Request for Service" process. Questions may be called in to respective campus Facilities Operations Work Control See Facilities & Safety WebRaider portal tab for contact information. Decisions regarding the condition of institutional finishes and the eligibility for maintenance painting will be approved by the Director of Facilities Operations, and are dependent upon available funding and resources.
- g. Self-performance of renewal work by departmental personnel is unapproved. Any department found to have deviated from this policy shall be responsible for the costs of corrections to any unauthorized work.