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**Subject: Non-capital Construction, Renovation, Maintenance and Repair of University-owned Facilities**

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## **1. Purpose**

The Assistant Vice President for Facilities and the University Architect are charged with the responsibility for the design, construction and maintenance of the university's buildings and grounds. The purpose of this policy is to provide the necessary structure for them to successfully manage this responsibility. To achieve this, the following objectives must be met:

- University facilities must be designed, constructed, renovated and maintained in accordance with the Virginia Uniform Statewide Building Code (VUSBC), and acceptable accessibility, currently the ADA Accessibility Guideline (ADAAG).
- The university must comply with building permitting procedures developed and enforced by the Virginia Department of General Services.
- The design, construction, renovation, maintenance and repair of university facilities must be accomplished in a manner consistent with the university's master plan, historic preservation concerns, university standards of quality and aesthetics, and environmental health and safety standards.
- The public and private investment in the university's facilities must be protected by providing appropriate control over the manner in which they are maintained and renovated.
- The university's records of its facilities must be kept current.
- The work performed on university facilities must be done by qualified tradesmen in accordance with legal requirements.

## **2. Policy**

All non-capital construction, renovation, and maintenance of university owned facilities, and the installation of equipment within those facilities, shall be accomplished under the management and direction of the Campus Renovation Services (CRS). This policy shall not apply to capital projects, leased facilities and portable equipment.

### **3. Procedures**

#### **3.1 Point of Contact**

Campus Renovation Services shall be the single point of contact for all university work covered by this policy. Members of the university community wishing to pursue any activity which involves the construction, renovation, maintenance or repair of any university facility shall contact Customer Service in the Physical Plant Department to initiate these activities. These may include: procurement of professional design services, including the hiring of architect-engineering firms to prepare plans and specifications for facilities projects; preparation of designs; procurement of labor and materials; and accomplishment of the work itself. Questions about project feasibility, cost estimates, university procedures, and similar issues should also be directed to Customer Service.

#### **3.2 University Departments and Regulatory Agency Contacts**

Campus Renovation Services shall work with other university departments and outside regulatory agencies to develop and implement procedures to ensure full compliance of the design and execution of the work with applicable codes, standards permitting requirements and other university concerns. These contacts shall include, but are not limited to:

- Office of the University Architect
- Capital Design and Construction Department
- Physical Plant Operations Department
- Environmental Health and Safety Services
- Communication Network Services
- Virginia Tech Police Department
- Virginia State Fire Marshal's Office
- Virginia Department of General Services - Division of Engineering and Buildings
- Virginia Department of Environmental Quality

#### **3.3 Authorizing Staff**

Campus Renovations Services shall establish procedures by which other university departments with qualified staff can be authorized to perform certain types of building maintenance and repair. These procedures shall establish the minimum qualifications needed, define the scope of work to be covered; and ensure that permitting requirements are met. Authorizations issued under these procedures must be in writing.

#### **3.4 Enforcement**

The Director of Campus Renovations Services shall ensure that the requirements of this policy are enforced. The Director has been designated as the Agency Representative to enforce the Department of General Service's VUSBC building permit program for the university. This policy establishes the university's mechanism for implementing the permitting program, and assuring compliance with the VUSBC for all work done in our facilities. These are legal requirements that affect the safety of university facilities.

## 4. Definitions

- **Building service equipment:** The fixed equipment associated with any mechanical, electrical, plumbing, elevator, or fire protection system within or serving a facility.
- **Capital project:** Any project consisting of new construction of 5,000 square feet or greater, new construction costing \$1 million or more, or improvements or renovations costing \$1 million or more.
- **Facility:** Any portion of a building, structure or area, including the site on which the building, structure or area is located, wherein specific services are provided or activities are performed. This includes all utilities, systems and building service equipment associated with the facility.
- **Maintenance:** Work performed to a facility or the fixed systems and building service equipment therein, for the purpose of maintaining quality and function.
- **Non-capital project:** Any project which does not meet the definition of a capital project.
- **Portable equipment:** Equipment used within a facility but without permanent connection to the building's utility services.
- **Renovation:** Any work to a facility or the fixed systems and building service equipment therein which is done to improve the existing level of quality and function; or to accommodate a change in the nature of the use of a space within a building or facility.
- **Repair:** The reconstruction or renewal of any part of an existing facility for the purpose of maintenance or restoration of its state.

## 5. References

- Americans with Disabilities Act
- Annual Permit for Construction of State Owned Buildings and Structures (Issued by the Department of General Services, first issue date July 1, 1998)
- Commonwealth of Virginia Employee Standards of Conduct
- Uniform Federal Accessibility Standards
- Virginia Uniform Statewide Building Code

## 6. Approval and Revisions

- Revision 0  
Approved January 29, 1990, by Associate Vice President for Facilities, David R. Ford.
- Revision 1  
Changed Facilities Planning references to University Architect due to reorganization.

- Revision 2

Minor wording change in Section 1.0.

Approved November 1, 1995, by the Executive Vice President, Minnis E. Ridenour.

- Revision 3

Policy title changed from "Campus Design and Construction" to "Non-capital Construction, Renovation, Maintenance and Repair of University-owned Facilities."

Section 1. Purpose changed to specify Assistant Vice President for Facilities and University Architect as responsible parties. Also, objectives added.

Section 2. Policy changed with all non-capital projects under management of Physical Plant Department. This policy no longer applies to capital projects.

Section 3.1-3.4 added. Point of contact changed from office of University Architect to Physical Plant.

Section 4. Definitions added.

Section 5. References added.

Approved February 28, 1999, by Vice President for Finance and Treasurer, Raymond D. Smoot, Jr.

- Revision 4

Section 3.2: Virginia Department of Environment Quality added to contacts.

Section 4: Definition of Capital Project expanded to include "a general fund project involving new construction exceeding 5,000 gross square feet."

Approved May 6, 2002 by Vice President for Administration and Treasurer, Raymond D. Smoot, Jr.

- Revision 5

Section 1: Revised reference for Accessibility Standards.

Section 4: Revised definition of Capital project.

Throughout policy: changed "Physical Plant Department" to "Campus Renovation Services."

Approved November 11, 2005 by Vice President for Business Affairs, Kurt J. Krause.