

Policy Number: 1980-03  
Effective Date: 01/01/1980  
Revised Date: 02/04/2020  
Applicability: Faculty, Staff and Students

**Purpose**

To insure that all maintenance, renovation, and construction work affecting university buildings and grounds is done in accordance with professional standards, all applicable codes and permits, university mandated contracting procedures, and funding sources.

**Policy**

All building and grounds maintenance, renovation, and construction work must be done exclusively through the office of Facilities.

All requests for renovations must be approved by the appropriate department head and dean before submission to Facilities. Depending on the scope of work, approval of Space Planning Committee may be required.

*Keywords: Maintenance, Renovation, Construction*