



THE UNIVERSITY of
NEW ORLEANS

**ADMINISTERED BY: Office of Vice
President for Business Affairs**

Policy No: AP-BA-05.2
TITLE: Repair and Alteration of
Physical Facilities
EFFECTIVE DATE: March 6, 2014
CANCELLATION:
REVIEW DATE: Spring 2018

PURPOSE

The purpose of this directive is to establish procedures for requesting repairs and alterations to University physical facilities.

AUTHORITY

Part Two, Chapter VI, Sections I-V of the Bylaws and Rules of the University of Louisiana System. Part Two, Chapter III, Section IV of the Bylaws and Rules of the University of Louisiana System.

DEFINITIONS

Physical Facilities (or physical plant) includes University buildings, fixed equipment, utilities, and grounds.

Repairs are corrections made to physical facilities to working order or original intended function.

Alterations are changes or modifications to physical facilities. Alterations include renovations, remodeling, improvements, and additions.

GENERAL POLICY

1. The department of Facility Services is responsible for repair and alteration of University physical facilities. Other entities may be given authority to perform routine repairs to their specific facilities. The University Center, Housing, Athletics, and the Lakefront Arena have been given this authority.
2. Usually specialty fixed equipment owned by the University is in the custody of the departments that use it. These departments are responsible administratively and financially for repair and alteration of equipment. Examples are Physics Department machine shop equipment and Computer Research Center computer equipment.

3. Repair and alteration of physical facilities by unauthorized personnel is prohibited.
4. Facility Services is budgeted for normal repair of the physical facilities under its cognizance. Repair of the physical facilities of Auxiliary Enterprises and some physical facilities of Athletics and Recreation and Intramural Sports is performed by Facility Services on a Reimbursable basis. Costly repairs may require special project funding.
5. Physical Plant Services is not budgeted for alterations to physical facilities except for necessary minor changes that cost \$50.00 or less. Larger alteration work requires special project or other approved funding.
6. Alteration, renovation, and major repair projects are authorized based on the necessity of the work and the availability of funds. Priority decisions are generally made by the Vice President for Academic Affairs and Provost.
7. Academic and support departments may not designate their operating funds for alterations unless approved by the appropriate vice president and the Office of Business Affairs.
8. The cost of physical facility alterations associated with new equipment acquisitions or programs must be included with the budget request for the equipment or program. Such alterations should be anticipated long before the equipment arrives on campus. Sufficient time should be allowed for the university to comply with the competitive bid process required by Louisiana law.

PROCEDURE

1. Anyone is urged to call the Service Center at Facility Services whenever a repair is needed. It is important that problems be corrected early before they develop into major, costly repair projects. Typical repair items are dragging doors, door locks, missing or stained ceiling tiles, tripping hazards, broken window latches, broken venetian blinds, and loose floor tile.
2. Problems with building heating or cooling must be reported to the Building Coordinator's Office then called into the Service Center.
3. Necessary minor alteration work must be requested on a work order form, approved by the department head, and forwarded to Facility Services. Facility Services will return work orders with a cost estimate when it exceeds \$50.00 or where the need is questionable. Minor alteration funds available to Facility Services are scarce and must be reserved for truly necessary alterations. Examples of minor alteration work are hanging pictures, moving door name plates, and addition of a simple electric outlet to replace extension cords.
4. Request for larger alterations to physical facilities should be submitted by letter through channels to the appropriate vice president for approval. Complete description of the alteration and justification must be included. Approved alteration requests will be coordinated with the Offices of Academic and Business Affairs for funding. If special project funds are available the Office of Business Affairs will obtain a cost estimate from Facility Services and issue an order authorizing

the work. If funds are not available the alteration project will be placed in the deferred project file awaiting funding and the affected department will be notified.



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