

	<b>ADMINISTRATIVE PROCEDURE MANUAL</b>		
	<b>SECTION TITLE</b>	<b>NUMBER</b>	<b>PAGE</b>
	MINOR REMODELING, RENOVATION AND MAINTENANCE PROJECTS	06-0602	1 OF 2
	<b>BASED ON BOARD OF TRUSTEES' RULE AND TITLE</b>	<b>DATE REVISED</b>	
6Hx7-8.8 Design and Construction Delivery	March 13, 2024		

## Purpose

The purpose of this procedure is to establish an annual process for all facility minor remodeling, renovation and maintenance projects for implementation the following year. Every College administrator with assigned management responsibility for facility space is responsible for identifying and reporting deficiency needs. These needs will be reported to the appropriate Campus Facilities Director or Center Facilities Supervisor.

## Definitions

- A. Renovation Projects - The rejuvenation or upgrade of existing facilities by the installation or replacement of materials and/or equipment. The use and occupancy of the space remains the same. Only that portion of the building being renovated must be brought into compliance with the building and life safety codes unless the renovation adversely impacts the existing life safety systems of the building.
- B. Remodeling Projects - The changing of facilities by the rearrangement of space and/or change of use. Only that portion of the building being remodeled must be brought into compliance with the building and life safety codes unless the remodeling adversely impacts existing life safety systems and exiting of the building.
- C. Maintenance Projects - Generally includes work needed to keep existing facilities and their related systems in a good state of operation and performance. Maintenance work does not include any renovation or remodeling. The approach to performing facilities maintenance should follow the College's Facilities Operations and Procedures Manual.

## Procedures

- A. Request for Minor Remodeling, Renovation and Maintenance Projects
  - 1. Requests from Campus and Center staff for renovation, maintenance and minor remodeling project funds are to be submitted to the Vice President of Finance and Administration via the Facilities Management and Construction office as described in APM 08-0103, Annual Facilities Improvement Funding Plan. Requests must complement current strategic priorities of the College. All work performed under these categories shall be issued a building permit in compliance with the current Building Code Enforcement Manual.
- B. Building Permit
  - 1. Renovation and minor remodeling will receive a building permit through the Facilities Management and Construction (FMC) office after a satisfactory review of appropriately prepared construction documents. (Refer to the "Building Code Enforcement Manual" located on the College's FMC website.)

<b>ADMINISTRATIVE PROCEDURE MANUAL</b>		
<b>SECTION TITLE</b>	<b>NUMBER</b>	<b>PAGE</b>
MINOR REMODELING, RENOVATION AND MAINTENANCE PROJECTS	06-0602	2 OF 2
<b>BASED ON BOARD OF TRUSTEES' RULE AND TITLE</b>		<b>DATE REVISED</b>
6Hx7-8.8 Design and Construction Delivery		March 13, 2024

C. Request for Emergency Project Procedure

1. If an emergency occurs and is not included in the Collegewide Funded Project Priority List, the following steps shall be taken: The person making the request shall provide written supporting rationale for handling the project as an "Emergency". The request must be processed to the head of the major administrative unit for approval; then, to the Campus Facilities Director who will determine its feasibility and make a cost estimate. It will then be forwarded to the Executive Director of Campus Operations, Events & Special Projects who will review it for feasibility, need and effect on life safety, health, and welfare and recommend approval or disapproval to the Associate Vice President of Facilities. Unless specific funds are available and approved by the Campus Operations Team, the Associate Vice President of Facilities, the Associate Vice President of Administrative Services and Budgets and the Vice President of Finance and Administration, the project will be funded from the campus accounts with support as required by College contingency funds and then implemented.

REFERENCES: F.S. 1001.64, 1001.65

Adopted Date: October 28, 1986

Revision Date: May 14, 1991, June 27, 2012, June 9, 2015, March 13, 2024

Review Date: March 14, 2018