



**UCCS CAMPUS POLICY**

**Policy Title: Facilities Alteration and Adaptations**

**Policy Number: 400-011**

**Policy Functional Area: FACILITIES**

Effective: February 25, 2014

Approved by: Pam Shockley-Zalabak, Chancellor

Responsible Vice Chancellor: Associate Vice Chancellor of Campus Planning & Facility Management (AVCCPM)

Office of Primary Responsibility: AVCCPM

Policy Primary Contact: AVCCPM, 719-255-3505

Supersedes: N/A

Last Reviewed/Updated: February 25, 2014

Applies to: Specify who the policy applies to here.

Reason for Policy: This policy applies to the allocation of space to be assigned and utilized in such a manner as to promote cooperation, collegiality, and synergy in education, student services and research enterprises.

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## I. INTRODUCTION

The University of Colorado Colorado Springs (UCCS) fosters education, research, and service missions through the effective utilization of space. This policy applies to the allocation of space to be assigned and utilized in such a manner as to promote cooperation, collegiality, and synergy in education, student services and research enterprises. The Campus Space Management policy (Policy Number: 400-006) assumes a flexible allocation of space, with the capability to increase or decrease the resources available to any school/unit as needs change. This policy further states that the Vice Chancellor for Administration and Finance (VCAF) has overall responsibility for the equitable and optimum use of space resources and final authority over all space allocations and assignments. It is recognized that sometimes the reallocation of space, the adoption of space, the re-purposing of space or upgrade of space may require the facility to be altered. The overall responsibility and the final authority for these alternations lie with the VCAF.

Generally, the buildings and grounds (Facilities) of the UCCS campus are provided to enable the institution to accomplish its mission as a public institution of higher education. However, there are times when a given facility does not meet the current needs of the institution. In this case, the

facility may need to be altered or adapted. This policy sets forth University regulations governing the alteration of facilities.

## II. POLICY STATEMENT

- A. Authority for the creation of campus administrative policies is found in the Laws of the Regents, 1990, and Administrative Policy Statements, which states in part:
  - 1. Article 14; *Section B.3A & B*
    - a. The Chancellor of each campus shall adopt, in accordance with University policy and applicable external law, regulations and procedures governing the use of University grounds, buildings and facilities on campus
- B. Procedures:
  - 1. General Fund Space: Procedures for altering General Fund Space shall be established by the Facilities Services Department upon approval of the VCAF. Procedures must address all alterations and adaptive re-use.
  - 2. Auxiliary Fund Space: Procedures for altering Auxiliary Fund Space shall be established by Auxiliary Operations in collaboration with Facilities Services and require approval of the VCAF. Procedures must include bond document provisions and student input and must address all alterations and adaptive re-use.
- C. Responsibility:
  - 1. Major alterations oversight shall be the responsibility of the VCAF with support from the Executive Director of Facilities Services, and if for an auxiliary building, then additional support from the Executive Director of Auxiliary Operations.
  - 2. Minor alterations oversight shall be the responsibility of the Executive Director of Facilities Services for general fund buildings and the Executive Director of Auxiliary Operations for auxiliary buildings.
  - 3. It is the responsibility of the Executive Director of Facilities Services to provide oversight of all alterations and adaptive re-uses to ensure that UCCS facilities modifications are completed in compliance with applicable Approved Codes.

## III. KEY WORDS

- A. Adaptive re-use
- B. Alteration
- C. Approved Codes
- D. Auxiliary Operations
- E. Contractual Services
- F. Facilities
- G. Major Alteration
- H. Minor Alteration

## IV. RELATED POLICIES, PROCEDURES, FORMS, GUIDELINES, AND OTHER RESOURCES

- A. Administrative Policy Statements (APS) and Other Policies
- B. Procedures
- C. Forms
  - 1. General Fund Facility Alteration Procedures
  - 2. Auxiliary Fund Facility Alteration Procedures
- D. Guidelines
- E. Other Resources (i.e. training, secondary contact information)
- F. Frequently Asked Questions (FAQs)

## V. HISTORY

Initial policy approval      February 25, 2014