



# New Mexico Tech

## Facilities Management Department Policy for Alterations and Renovations of Buildings

All alterations and or renovations of Institute Buildings ***MUST*** comply with the following to ensure project coordination and review, code compliances and safety.

For purposes of this policy, alteration and renovation are defined as any work that modifies the permanently constructed facility. This includes adding, replacing or relocating doors, walls or windows, altering or penetrating corridors or ceiling, adding on to or dividing existing space, or work on any building utility system including electrical, telecommunication and network lines, plumbing, ventilation, fire alarms, and fire sprinklers.

1. Work in Institute buildings may not be performed by departmental staff, students or volunteers without prior written approval from the Director of Facilities Management. This will only be approved for very simple projects that can be completed safely with minimum risk of injury.
2. All work in Institute buildings will be coordinated by the Facilities Management Department.
3. Contractor services must be arranged through applicable Institute procurement and contracting channels, regardless of the funding source for the work. All work of this nature will be routed through Facilities Management. Depending on the Facilities Management staff's work load, a determination will be made to do it in house or contract out the service.
4. When Facilities Management receives requests for renovation work, they will make sure all construction permits and Fire Marshal permits are in place prior to the start of work.

These procedures are necessary to ensure health and safety and the appropriate coordination of building systems. Projects started without proper review could have the following problems:

- Workers could unknowingly disturb asbestos material, creating a hazard for building occupants.
- Completed projects may have to be dismantled when discovered because of Fire Marshal violations.
- Unqualified electrical work could result in breaker overloads and shock hazards to building occupants.
- Changes to building ventilation systems could cause the heating and cooling to work improperly.
- Any work done outside of code could make the modification to a building unsafe to the occupants.

These policies are effective immediately, and shall remain in effect, without exception. Non-approved projects that are initiated in violation of this policy will be corrected if necessary by Facilities Management, with all associated costs charged to the responsible unit.