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Policy Name: College-owned Facilities Renovation & New Construction

Policy Number: F-4

Functional Area(s) Responsible: Administration & Finance

Owner(s) of Policy: Facilities & Grounds

Most Recent BOT Approval Date: May 2010

Most Recent Review Date: Spring 2023

Most Recent Review/Revision Type: none minor/non-substantive substantive/extensive

Policy Statement:

All requests for major renovations and new construction to College-owned facilities must be reviewed by the Senior VP of Finance for approval. Once approved, the requester works with the Director of Facility and Grounds to generate the correct documents for county and SUNY approval.

Departmental requests for minor renovations and new construction should be requested as part of the annual operating budget process.

Departmental requests for incidental renovations to correct building deficiencies throughout the year shall be submitted to the Facilities for consideration and approval.

The Director of Facilities and Grounds shall be responsible for generating all work orders as appropriate and for oversight of all facilities projects. Under no circumstances are college employees to undertake construction, renovation or decorating projects without prior written approval by the Director of Facilities and Grounds.

Reason(s) for Policy:

This policy has been designed to promote and ensure a safe environment for occupants of all Finger Lakes Community College facilities.

Applicability of Policy:

All members of the campus community should be familiar with this policy.

Definitions:

Major renovations: project to be funded 50% state and 50% local funds

Minor renovations: projects to be funded by the operating budget generally targeted towards, but not limited to, wall, ceiling, floor and wiring repair and maintenance.

Related Documents:

None

Procedures:

None

Forms/Online Processes:

None

Appendix:

None