


PROCEDURE MANUAL

 ARIZONA WESTERN COLLEGE		PROCEDURE 285.5	
		Page 1 of 2	
		Last Revision Date:	12-01-2020; 12-08-1999
		Effective Date:	12-08-1999
		Last Review Date:	02-07-2022
Section:	Administration	Subject:	Change in Use or Function of Facility Space


PURPOSE

This procedure provides the process to review and approve modifications to facilities associated with construction, renovation or demolition of College buildings/structures.

PROCEDURE

1. All modifications will be done by Facilities Management employees or licensed contractors selected by the Director of Facilities Management and Planning (DFMP) through the College bid process.
 - 1.1 Projects that cost more than \$1500 will be handled as Minor Construction Projects within the Capital Improvement Program (CIP). Copies of the CIP are available for review in the office of Facilities Management.
 - 1.2 Projects that cost \$5000 or more will be handled as Major Construction Projects and will follow those funding and approval procedures outlined in the CIP.
 - 1.3 All projects deemed justified but not approved because the \$5000 ceiling was exceeded will be incorporated into the next year's CIP for President's Cabinet consideration.
2. Requests
 - 2.1 Requests for modification to existing classroom, administrative, or resident space will be submitted at least 60 days in advance to the appropriate Vice President for preliminary review and approval or disapproval. Each request will include a description of the requirement and justification. These forms are available in the office of Facilities Management.
 - 2.2 Initially approved requests will be forwarded to the DFMP for review. This review will occur within ten (10) working days and
 - 2.2.1 Explore feasibility.
 - 2.2.2 Consider more cost-effective alternatives.
 - 2.2.3 Ascertain that building utility systems can accommodate the change in function.
 - 2.2.4 Ensure that there are no violations of building and fire codes.
 - 2.2.5 Develop a cost estimate for the project as appropriate.
 - 2.2.6 Recommend approval or disapproval to the Vice President for Finance and Administrative Services.
3. Responsibilities

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 <p>ARIZONA WESTERN COLLEGE</p>		PROCEDURE 285.5	
		Page 2 of 2	
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- 3.1 The Director of Facilities Management and Planning will discuss the request with the Director of Maintenance and Operations, the Director of Computer Information Services, and the Requestor.
- 3.2 The Vice President for Finance and Administrative Services will inform the President's Cabinet of the final decision and will include the DFMP in any follow-up discussions regarding the project.
- 3.3 The Vice President for Finance and Administrative Services will identify funding for projects approved which exceed \$1500.