



RUTGERS POLICY

Section: 20.1.3

Section Title: Administrative Policies, Procedures & Services

Policy Name: Alterations of Facilities

Formerly Book: 6.3.2

Approval Authority: Senior Vice President for Finance and Administration

Responsible Executive: Senior Vice President for Finance and Administration

Responsible Office: University Facilities

Originally Issued: 8/1966

Revisions: 1998

This policy is in the process of revision; the existing policy is below. For assistance, please contact the Office of Administration and Finance at oevpada@oldqueens.rutgers.edu or 732-932-5661.

Existing Policy (in revision)

20.1.3 ALTERATIONS OF FACILITIES

- A. All alterations of University buildings except those belonging to Auxiliary Services must be approved by the Facilities Maintenance Services (FMS) Director on the appropriate campus. Projects costing in excess of \$50,000 will be referred by the Facilities Director to the Office of Facilities Project Administration in New Brunswick for design and construction administration.
- B. Departments wishing to alter facilities must contact the Facilities Maintenance Services (FMS) Director who will work with the department to develop a plan for the alteration and an estimate of the cost. It will then be the department's responsibility to determine the source of funds to cover the estimated cost and to provide necessary requisitions. Alterations to buildings may require the prior approval of the appropriate Campus Space Allocation Committee.
- C. The method used to do the alteration is the responsibility of the Facilities Maintenance Services (FMS) Director as is the scheduling and planning of the work. Scheduling will be done in conjunction with all departments which use the facility undergoing alteration.

- D. Alteration projects should be thoroughly planned in advance. Changes occurring after work has started almost always result in higher cost and delayed completion. Cost overruns must be paid for by the department and cannot be covered by the Facilities Maintenance Services (FMS) Operations budget.
- E. In all construction, rehabilitation, and/or alteration projects the University must have the approval of the Rutgers Code Official and will adhere to current Rutgers design standards and the applicable provisions of New Jersey Uniform Construction Code.