



TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER

Operating Policy and Procedure

HSC OP: 61.02, Remodeling Projects/Painting

PURPOSE: The purpose of this Health Sciences Center Operating Policy and Procedure (HSC OP) is to establish policy for the initiation and completion of remodeling and painting projects within TTUHSC facilities.

REVIEW: This HSC OP will be reviewed by April 1 of each odd-numbered year (ONY), by the Directors of Facilities Operations and Facilities Planning, with recommendations for revision forwarded to the Vice President of Facilities and Safety Services by April 15.

POLICY/PROCEDURE:

All campuses will follow these adopted procedures to achieve work tracking, work control, cost accountability and compliance with mandated uses of appropriated maintenance funds. For all Texas Tech University Health Sciences Center Campuses including Abilene, Amarillo, Lubbock, Midland, and Odessa all campuses, the authority having jurisdiction is the Director of Facilities Operations and the VP of Facilities and Safety Services (VPFSS).

All campuses and Departments will process remodeling and construction requests via the Facilities & Safety WebRaider portal tab "Submit a Request for Service" process.

1. Remodeling Projects.

- a. All TTUHSC departments on all campuses are required to utilize TTUHSC Facilities and Safety Services offices when any remodeling modifications are required in a TTUHSC facility. Requests for these services are initiated with the department's submission of a completed WebRaider "Service Request" indicating "New Construction/Remodeling. The submitting department shall evaluate the request to verify the alterations are essential in meeting the goals of the HSC. Facilities and Safety Services will review all the submitted

ability to facilitate the request. An estimate of cost will be prepared and sent to the requesting department for approval when the "Requesting Estimate" radio button is checked. If an estimate is not required, the department can leave the radio button unchecked. The requesting department shall note any "Desired Completion Date" with the month and date. Please note that Facilities and Safety Services will review completion date and inform the requesting department if date is possible based on the request. "ASAP" will automatically enter the request sequentially from the date received.

When it is determined that a PM is required the Facilities Planning Office will in conjunction with Facilities Operations contract the services with outside vendors. Both Facilities Operations and Planning are responsible for assuring that the work of outside vendors is completed within approved scope. The VPFSS, or designee, will inspect and must approve the work performed by outside vendors prior to the final payment for the project.

Special equipment purchases may require electrical and/or mechanical alterations as approved by the Facilities Operations and Planning, such as consultants or licensed trades.

identified and available, however, the institution is not responsible and will not fund replacement of any built-ins not purchased or installed to building standards regardless of time of installation.

- f. To request renewal services listed above submit requests via the Facilities & Safety WebRaider portal tab “Submit a Request for Service” process. Questions may be called in to respective campus Facilities Operations Work Control See Facilities & Safety WebRaider portal tab for