

## Building Configuration Control CO-UF-PR2

Responsible Officer: Vice President for Administration and Campus Operations

Sponsoring Department: Facilities Management

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Errors or changes to: [aim@uta.edu](mailto:aim@uta.edu)

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The Office of Facilities Management has been given the responsibility to control the internal and external configuration of campus facilities. Therefore, any action which would alter the looks, structure, function or safety status of a campus building, attached furnishings, utilities or grounds must be coordinated with and approved by The Office of Facilities Management. This includes self-help work such as adding decorations or painting in a campus facility. Particular areas of concern are as follows:

#### **I. Alteration of Floor Plans**

Any plans that will alter existing building floor plans must be coordinated with and approved by the Assistant Vice President of Facilities Management. This includes, but is not limited to, changing openings, partitions, doors, air-conditioning ducts, plumbing or wiring, moving installed equipment or adding to a building. Plans shall be reviewed by The Office of Facilities Management to insure that codes and standards are not violated. Special care will be taken to maintain fire safety standards and to minimize hazards to occupants and maintenance personnel. Plans submitted by departments or agencies which change use of areas must be approved by the space allocation authority and be sufficiently detailed to permit updating of the central plans file in the The Office of Facilities Management. Serious problems can result when plans are not kept current. The locations of electrical panels, natural gas shut-off valves, water shut-off valves, clean-out ports, utility bleed valves and various system test valves must be included on proposed alteration plans. These locations are important to those responding to an emergency and to those performing routine maintenance. Facilities Management architectural and engineering consultant services are available to assist departments in developing viable plans.

#### **II. Discontinuance of Services**

Only The Office of Facilities Management is authorized to disconnect, interrupt, diminish, or otherwise change a utility service line. If discontinuance of a service is desired, a telephone request or a properly completed "Work Request" form should be forwarded to The Office of Facilities Management. EXCEPTION: University Center and University Housing.

### III. **Cross-Connecting Services**

Under no circumstances may any two (2) or more different utility services be cross-connected temporarily or permanently in either institutional or departmental areas. Cross-connections between similar utilities may be performed only by The Office of Facilities Management. Requests for such cross-connections should be submitted in writing using the work request format outlined in these policies.

### IV. **Connections to Services**

Connections to existing institutional and departmental utility services may be made only by The Office of Facilities Management personnel. Requests for such connections should be submitted in writing using the "Work Request" format outlined in these policies. If a department is planning to purchase new equipment which will require connections into utility services, or will require additional services in support, the required service should be requested prior to the time the order is placed, so that utilities are available upon receipt of the equipment. This is especially important where new or extension to services are required.

### V. **Adding to or Modifying Building**

Under no circumstances will a department other than The Office of Facilities Management order, install, or have installed, any building modification or any equipment that will become a permanent part of a building. Nor will a department, other than The Office of Facilities Management, remove any permanent part of a building or its utilities.

### VI. **Self-Help Work**

Self-help work such as adding permanent decorations, modifying departments' areas, or painting of facilities on campus requires the approval of the Assistant Vice President of Facilities Management prior to the starting of work. This is primarily to insure the requesting department has the capability to do the work properly, and the end product will meet code requirements, facility usage, and maintain the decor desired on the campus. The advance approval for self-help painting will allow control on colors and on proper type paint for future maintenance. Maintainability is a consideration for not only self-help work, but any modification to campus facilities.

