

# Andrews University

## Office of Campus Safety

### 6. Facilities/Properties Section

#### 6.3. Building Modification Policy

##### 6.3.1. Administration

- 6.3.1.1. This policy was adopted by the Campus Safety Committee on 12/13/16 and is administered by the Office of Campus Safety. The policy is for public dissemination.
- 6.3.1.2. This policy applies to the entire campus, affecting employees, students, and any non-employee/student who accesses University owned private property.
- 6.3.1.3. Violations of this policy will be reported to the Director of Facilities Management
- 6.3.1.4. Variances to this policy may be made by the Facilities Director, Financial Administration Vice President, Provost, or President.

##### 6.3.2. Purpose

The purpose of this document is to establish the University's policy on how a building is modified and the approval process for the modification. This policy is intended to ensure code compliance, asset protection, effective emergency preparedness, and professional appearance/durability.

##### 6.3.3. Definitions

Specific terms in this policy are defined as follows:

- 6.3.3.1. Building: Any structure (permanent or temporary) that exists on University owned property.
- 6.3.3.2. Modification: Any alteration to the structure (permanent or temporary) that requires any of the following:
  - 6.3.3.2.1. Change in floor layout (moving of walls)
  - 6.3.3.2.2. Penetrations in walls, floors, doors, or ceilings
  - 6.3.3.2.3. Cosmetic changes (paint/wallpaper/flooring)
  - 6.3.3.2.4. Utility Changes (electrical/plumbing/HVAC)
  - 6.3.3.2.5. IT Changes (ethernet/telephone/wireless)
  - 6.3.3.2.6. Change in use affecting egress

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- 6.3.3.2.7. Change in use altering hazards (chemical storage/flammable operations, etc.)
- 6.3.3.2.8. Change in use requiring change in fire protection (detection/suppression/construction features)
- 6.3.3.2.9. Change in use requiring change of security access (card access or lock and key)
- 6.3.3.2.10. Change in use resulting in the increased value of the space (including room contents) to a total minimum value of \$5,000.00
- 6.3.3.2.11. Changes that require a total project cost equal to or greater than \$5,000.00

### 6.3.4. Policy Procedures

The following procedures will be followed to comply with this policy.

- 6.3.4.1. Approval: Unless otherwise provided for or prohibited in this policy, any building modification must first be approved by the applicable department (as detailed in Table 6.3.1) and then by the Plant Services Manager or their designee.
  - 6.3.4.1.1. Final building modifications affecting change in floor plans (walls, doors, room numbering) must be documented in the University's building prints (in CAD, PDF, and evacuation drawings).
  - 6.3.4.1.2. While the approval process will be managed by the Facilities Director, it is the intent of this policy to allow the Facilities Director to approve building modifications on the whole (as a multi-room project) or on the specific (single room modifications).
  - 6.3.4.1.3. Wall Penetrations for decorations do not require approval if:
    - 6.3.4.1.3.1. They pass through only one side of the wall
    - 6.3.4.1.3.2. Decoration weight does not exceed 20 pounds
    - 6.3.4.1.3.3. Penetration does not exceed 7/8 inch in depth and 1/2 inch in diameter
    - 6.3.4.1.3.4. Penetration is made through a fire rated wall with application of appropriate fire stop material. See Plant Services for code regulations on fire stop material
- 6.3.4.2. Code Compliance: Building modifications will be done in compliance with applicable township, state, and federal codes.

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6.3.4.3. Restrictions: The following modifications are specifically prohibited:

- 6.3.4.3.1. Obstruction of personal office door windows. Classroom and conference room areas are exempt, as well as personal offices equipped with a Campus Safety approved security camera.
- 6.3.4.3.2. Modifications that violate any other University policy (such as the Fire Safety or Occupational Safety policies)
- 6.3.4.3.3. Any modifications that use non-commercial rated parts when a commercial part is available.

### 6.3.5. Policy Resources/Statutes

The following resources were used in the development of this policy:

- NFPA 1
- International Fire Code

### 6.3.6. Policy Revision/Modification

The following revisions/modifications were made to this policy: None

**Table 6.3.1**

Modification	Approving Department
Change in floor layout (moving of walls)	Plant Services/Campus Safety
Penetrations in walls, floors, or ceilings	Plant Services/Campus Safety
Cosmetic changes (paint/wallpaper/flooring)	Plant Services
Utility Changes (electrical/plumbing/HVAC)	Plant Services/Campus Safety
IT Changes (Ethernet/telephone/wireless)	ITS/Plant Services
Change in use affecting egress	Campus Safety
Change in use altering hazards (chemical storage/flammable operations, etc.)	Campus Safety
Change in use requiring change in fire protection (detection/suppression/construction features)	Plant Services/Campus Safety
Change in use requiring change of security access (card access or lock and key)	Plant Services/Campus Safety
Change in use resulting in change of value of space (including room contents)	Campus Safety
Changes that require a total project cost equal to or greater than \$5,000.00	Controller/VP Financial Administration