

Oklahoma State University Policy and Procedures

EXCAVATION, ALTERATIONS, RENOVATIONS AND ADDITIONS TO FACILITIES

**1-0109
General
University
September 2014**

POLICY

1.01 Statement of Intent

It is Oklahoma State University policy to utilize its facilities and resources efficiently and maintain an orderly process through which its facilities may be managed and altered.

Facilities covered by this policy include but are not limited to:

- Buildings (including rooms, walls, partitions, doors, windows, floor/ceiling/wall surfaces, exteriors, structural members, data and telephone installations, as well as HVAC, plumbing, electrical, mechanical, and fire/safety systems)
- Grounds (both hardscapes and softscapes)
- Utilities production and distribution systems
- Parking lots
- Campus lighting
- Marking and identification systems (incl. room numbers)
- Accessibility features

RESPONSIBILITIES

2.01 OSU Facilities Management (formerly Physical Plant Services) and Long Range Facilities Planning are responsible for coordinating all activities related to alterations, renovations, and additions to existing Oklahoma State University facilities, including all utilities, electrical, information technology, and irrigation systems.

2.02 Alterations, renovations, and additions to facilities by OSU departments or their agents other than as coordinated through OSU Facilities Management or Long Range Facilities Planning are not authorized.

2.03 Any excavation activity, any form of ground penetration, taking place on OSU owned property requires obtaining an Excavation Permit in advance of the activity.

PROCEDURE

3.01 All excavation activities on OSU owned property must adhere to the guidelines set forth in the OSU Excavation Permit Procedure. The Procedure can be found online at: <http://utilities.okstate.edu/Excavation-Permit>

3.02 All requests for alterations, renovations, and additions to existing University facilities must be submitted to OSU Facilities Management *Construction and Contract Services* through the Facilities Management Online Customer Portal:

<http://physicalplant.okstate.edu/workorder>

3.03 All requests for alterations, renovations, and additions to facilities must include statements of how the proposed changes will be funded and must be accompanied by sufficient information to give Facilities Management a clear understanding of the proposed projects.

3.04 All requests for alterations, renovations, and additions to facilities will be evaluated by Facilities Management and the University Architect in Long Range Facilities Planning to determine the proper method of assignment and execution of the work based on the most current guidelines adopted by the University.

3.05 Regardless of the method of assignment and execution of work, all work performed on the campus of Oklahoma State University shall comply with:

1. The OSU Campus Master Plan and Long Range Facilities Planning.
2. The Campus Landscape Master Plan.
3. The Utilities Master Plan.
4. OSU Energy Management Guidelines; see OSU policy 1-0520.
5. Actions of the Facilities Planning and Space Utilization (FPSU) Committee; see OSU policy 1-0123.
6. Policies governing the naming of facilities, installation of signage, and the disposition of buildings contained in Board of Regents policy 2.05.
7. Policies governing OSU's space and facilities inventory contained in OSU policy 1-0111.
8. OSU Construction Standards as published by OSU Facilities Management.
9. All applicable building and safety codes.
10. Determinations of health and safety requirements by the Authority Having Jurisdiction (AHJ).
11. Requirements set forth in the American with Disabilities Act.

Reference: Memorandum from the Office of the President, April 8, 1968

Revised: July 1, 1973

Revised: June 2008

Revised: September 2014 from the Office of the Chief Facilities Officer and Director of
Facilities Management.
Approved: E-Team, September 2014