

**OAKLAND UNIVERSITY
ADMINISTRATIVE POLICIES AND PROCEDURES**

NUMBER: 310

SUBJECT: BUILDING REPAIRS, ALTERATIONS, RENOVATIONS
AND/OR MODIFICATIONS

AUTHORIZING BODY: PRESIDENT'S CABINET

RESPONSIBLE OFFICE: FACILITIES MANAGEMENT

DATE ISSUED: SEPTEMBER 1990

LAST UPDATE: AUGUST 2026

RATIONALE: To establish clear guidelines for repairs, alterations, renovations and modifications, as well as equipment and systems installations. These guidelines shall be implemented according to industry standards and applicable construction and life safety codes and requirements and Oakland University best practices, through the Facilities Management Department. Authorization is needed to protect students, faculty, staff and the University, as well as to ensure quality, efficiency, system continuity, safety and sustainability.

POLICY: All requests for building repairs, alterations, renovations, modifications, as well as equipment and systems installations, must be sent to Facilities Management for plan review regardless of the funding source or work force (See OU AP&P #315 Routine Maintenance, Capital Asset Management, and Miscellaneous Facilities Management Department Services). The Associate Vice President (AVP) for Facilities Management, or his/her designee, must approve all plans prior to bidding any contract or using any other entity to perform the work. Facilities Management will determine how the plans will be implemented. Any exception to this criterion will require a written approval from the AVP for Facilities Management.

SCOPE AND APPLICABILITY: All members of the University community (administrators, faculty, staff, students and independent contractors) are required to abide by this policy.

DEFINITIONS: None.

PROCEDURE:

1. Repairs, upgrades, alterations and/or renovations, including but not limited to:

- a) Cosmetic work such as painting or carpeting
- b) Repairing furniture or equipment
- c) Adding, replacing, or relocating doors, walls, or windows
- d) Attaching to walls or ceilings (example shelving)
- e) Altering or penetrating corridors or ceilings
- f) Adding to or dividing existing spaces
- g) Working on any building utility system, including (but not limited to) electrical, plumbing, heating, ventilation, High Temp Hot Water (HTHW), fire alarms, fire sprinklers, security systems, doors, card readers, telecommunications, laboratory fume hoods, etc.

2. Repairs, upgrades, alterations, renovations, and equipment and systems installations within University buildings or on campus grounds may not be performed by departmental staff, students, or volunteers, without prior written approval from the AVP of Facilities Management or his/her designee and the Office of Risk Management. This will only be approved for very simple projects that do not impact any building systems and can be completed safely with minimal risk of injury; the completed project must meet established standards.

3. Work must be performed by University skilled trades employees and/or by authorized outside contractor. Any exception will follow the OUCMT contract.

4. When outside contractors are authorized to undertake a project, the work must be supervised by the Facilities Management Department. Attention must be paid to the following:

- a) The health and safety of University personnel and the general public; the Environmental Health & Safety Department must review and determine appropriate action (See OU AP&P 620 Environmental Health and Safety for more information).
- b) Coordination to minimize disruption of ongoing University business or activity
- c) Coordination with existing campus and building standards.
- d) Compliance with all applicable Federal, State, Local and University regulations, codes, standards, and policies.
- e) Proper installation methods and standards so as to minimize future building maintenance costs.

5. Contractor services must be arranged through applicable University procurement and contracting policies and procedures, regardless of the funding source for the work (See OU AP&P 1000 Procurement for more information).

6. Regardless of size, all work must be reviewed and a determination of code requirements will be made. Facilities Management will submit drawings and specifications to the proper Federal, State, Local and University authorities to obtain permitting, if required.

7. Non-approved projects that are initiated in violation of this policy will be corrected, if necessary, by the Facilities Management Department, with all associated costs charged to the responsible unit. Non-compliance may result in disciplinary action.

All departments, including Auxiliary Units, requesting any form of remodeling, alterations, renovations, modification, and/or equipment systems and installations of University facilities, must submit a standard online Work Request to the Work Control Center within Facilities Management (See OU AP&P 380 Work Orders for more information). Plans, drawings, and special requirements must be attached to provide supplemental information. Consultant services, with the consent of the requester, will be engaged as necessary to meet the department's needs. Self-help projects, designed for implementation by volunteer groups and/or donors, must also be submitted for review and authorization to the AVP of Facilities Management.

RELATED POLICIES AND FORMS:

[OU AP&P #315 Routine Maintenance, Capital Asset Management, and Miscellaneous Facilities Management Departmental Services](#)

[OU AP&P #380 Work Orders](#)

[OU AP&P #620 Environmental Health and Safety](#)

[OU AP&P #1000 Procurement](#)

APPENDIX: