

<b>CITY OF APPLETON PERSONNEL POLICY</b>	<b>TITLE: FACILITIES &amp; GROUNDS MODIFICATION POLICY</b>	
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POLICY SOURCE: Facilities & Construction Management Department	AUDIENCE: All Departments	TOTAL PAGES: 4
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## I. PURPOSE

The purpose of the Facilities & Grounds Modification Policy is to:

- A. Preserve and extend the useful life of facilities & grounds;
- B. Reduce overall maintenance and operations expenses by following established maintenance practices through the implementation of universal standards;
- C. Provide proper technical expertise for the performance of modifications and renovations of facilities, including compliance with all applicable local, state and federal regulations regarding construction, environmental health and safety;
- D. Ensure that the full expense of modifications are identified and that the necessary funds are authorized before initiation of the project; and
- E. Ensure that approved projects are completed within budget and within a period responsive to the needs of the applicant, and feasible within the limitations of the Facilities & Construction Management Department.

## II. POLICY

Requests for facility or grounds modifications that involve change of use, configuration, or appearance of existing facilities will require the review and approval of the Director of Facilities and Construction Management or his/her designee. Departments shall not perform Facility & Ground Modifications without prior approval of the Facilities & Construction Management Director or his/her designee.

### III. DISCUSSION

The Director of Facilities & Construction Management or his/her designee is the facilities landlord and is responsible for the management of City of Appleton facilities & grounds assets. The Facilities & Construction Management Department works closely with departmental tenants to provide environments that are productive, economical and safe in which the department can achieve its established goals and objectives.

### IV. DEFINITIONS

Facilities & Grounds Modification – refers to physical changes to the facilities structure, facilities equipment, interior finishes and/or furnishings. Routine maintenance such as painting, flooring updates, furniture moves, etc. will be performed as part of the general services provided by the Facilities & Construction Management Department. For the purpose of this policy modifications refer to non-routine work such as renovations, office moves, etc.

### V. PROCEDURES

- A. Any department requesting modification of a facility under its assignment shall consult the Director of Facilities & Construction Management.
- B. The proposing department shall provide a written description of the proposed modifications and when known identify proposed wall, floor, and ceiling changes, window and door changes; painting, carpentry, electrical, plumbing, heating and ventilation changes; fixed cabinetry modifications; landscaping changes; as well as moveable equipment (chairs, desks, tables, machinery, etc.) to be removed and/or installed in the modified or remodeled space.
- C. Working with the proposing department, the Facilities & Construction Management Department will evaluate the preliminary description and assist in developing a formal project proposal that addresses the following issues:
  1. Technical feasibility, including regulatory and code requirements;
  2. Technical advisability;
  3. Aesthetic and design standards appropriate to the project and to City facilities;
  4. Cost;
  5. Schedule for initiation and completion;
  6. Furniture and other movable equipment implications;
  7. Health and safety implications;
  8. Consultation for preliminary plans and/or development of the formal project proposal may require extensive involvement by Facilities & Construction Management Department and may therefore accrue administrative overhead costs. Such costs shall be borne by the initiating department; and
  9. Alternatively, departments may submit formal proposals developed by external consultants when required or appropriate, in which case the Facilities & Construction Management Department shall provide final specifications,

plans, and compliance review services, for which it is authorized to charge an administrative fee.

D. In completing their analysis of the project, Facilities & Construction Management Department, working with the department, will coordinate the above project aspects with the following individuals or their designees:

1. The Director of Finance; and
2. The Director of Technology Services.

E. Facilities & Construction Management Department will prepare a formal project estimate, including the following project costs:

1. Labor,
2. Materials,
3. Administrative overhead, and
4. A construction contingency

F. Verification, Approval and Implementation

1. After completion of the formal project proposal, schedule and budget, the Director of Facilities & Construction Management shall provide written verification of the project proposal, schedule and budget.
2. Following verification, the department shall identify the account and obtain authorization from the appropriate administrator responsible for both the account and the space.
3. The Director of Facilities & Construction Management or his/her designee shall forward a drawing, description, and cost estimate, schedule of work, authorization, and account number to the Department Director or his/her designee.
4. The Department Director or his/her designee shall notify the Director of Facilities & Construction Management of authorization, the funding source to be encumbered, authorization to encumber funds by the appropriate administrator, and the project account established by Finance for the project.
5. The project will proceed according to the schedule developed above.

G. Changes in Design, Scope or Cost following Authorization

1. Additional costs to the project's approved design, scope and cost which do not exceed the contingency and for which the appropriate administrator has provided authorization and a funding source, may proceed accordingly. This information will be reported to the appropriate committee as an informational item.

2. Material changes to the project's approved design, scope and cost exceeding the established contingency will require contract amendment plus change order supplemental approval by the Department Director, Finance and their respective Committee/Council.

#### H. Other

##### Library Building

Facilities and Construction Management has been granted authority by the Library Board of Trustees to maintain the interior and exterior of the library building, per the Service Agreement between Facilities Management and the Library Board.