

## POLICY CONCEPT FORM

Name and UO Title/Affiliation:	Kassy Fisher, Assistant Vice President for Administration and Chief of Staff, Finance & Administration
Policy Title & Policy :	Facilities: Minor Renovation Needs (UO Policy 06.00.06)
Submitted on Behalf Of:	Jamie Moffitt, VPFA & CFO
Responsible Executive Officer:	Vice President for Finance and Administration

**SELECT ONE:**  New Policy  Revision  Repeal

*Click the box to select*

**HAS THE OFFICE OF GENERAL COUNSEL REVIEWED THIS CONCEPT:**  Yes  No

**If yes, which attorney:** Missy Matella, 4/18/17

### GENERAL SUBJECT MATTER

“Facilities: Minor Renovation Needs” (UO Policy 06.00.06) was created in 1985 to document a procedure for requesting and gaining approval and funding to engage in a minor renovation. The procedure outlined is not a current practice.

### RELATED STATUTES, REGULATIONS, POLICIES, ETC.

Campus Planning and Facilities Management’s (CPFM) Book of Services serves as a unit-level policy that outlines which party (i.e., department vs. central) is responsible for various aspects of renovation and maintenance, [https://cpfm.uoregon.edu/sites/cpfm2.uoregon.edu/files/book\\_of\\_services.pdf](https://cpfm.uoregon.edu/sites/cpfm2.uoregon.edu/files/book_of_services.pdf)

### STATEMENT OF NEED

We propose repealing this policy for two reasons:

- (1) It is a procedure and therefore does not meet the definition of a policy (that is, it is not a formal statement of commitment to a broad requirement or priority of the university); and
- (2) The procedure described is not current practice.

There is no central “administration funding” set aside for minor renovations. The funding responsibilities for various aspects of a renovation project are outlined in the CPFM “Book of Services”. Deferred maintenance needs-- which are sometimes addressed jointly with a unit-initiated renovation-- are tracked by CPFM staff. Funding for deferred maintenance is managed centrally.

Making a minor renovation to an existing space involves consultation and project initiation through CPFM. CPFM staff works with the unit to analyze programming (purpose) of the proposed changes, develop budget estimates and timelines, manage the project, etc.

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**AFFECTED PARTIES**

As the procedure outlined in the policy is defunct, repeal will reduce confusion on the part of any unit that seeks to make a renovation.

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**CONSULTED STAKEHOLDERS**

<b>Name</b>	<b>Office</b>	<b>Date</b>
Michael Harwood	Campus Planning and Facilities Management (CPFM)	April 2017
Darin Dehle	Design and Construction	April 2017
Chuck Triplett	Office of the Provost and Academic Affairs	April 2017
Jamie Moffitt	VP, Finance and Administration	April 2017
Missy Matella	Office of the General Counsel	April 2017

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**Text of Current Policy: Recommended for REPEAL*****Facilities: Minor Renovation Needs***

Last Updated: 10/04/1985  
Effective Date: 10/04/1985

Responsible University Office and Contact Person  
Campus Construction  
Darin Dehle

**Reason for Policy:**

To describe the process and evaluation criteria used for obtaining administration funding of minor renovations.

**Policy Statement:****Procedure:**

Send a memorandum fully describing the nature of the renovation need by an official cost estimate prepared by Facilities Services to: Director of Facilities Services, University Planner or Vice-President for Academic Affairs.

These three administrators, acting as a review committee, make quarterly recommendations to the Vice-Presidents for funding. The review committee uses some or all of the following evaluation criteria:

- The projects are comparatively modest in size.
- Funding is not available from other, routine sources, such as operating budgets, grants, building-use credits, and/or supplies and services accounts.
- Timing factor demands prompt action.
- The project is of significant programmatic importance.
- The project involves issues of health and safety of faculty, staff, students, and general public, or the security and preservation of institutional property.
- The project or need transcends building, departmental, or school interests.