



Renovation, Refurbishing, Signage and Public Art of University Facilities Policy

Effective Date: December 6, 1993

Approval: March 17, 2014;

Maintenance of Policy: Vice
President of Facilities Management

PURPOSE: This policy defines the renovation/refurbishing and design of all facilities, as well as signage and public art. Facilities Management is responsible for all University-owned buildings and grounds, including the residential properties. Modifications to any facility or grounds must be approved by and processed through Facilities Management. This includes, but is not limited to, wiring, plumbing, and any alterations of the structure. This process will ensure the University's facility investments are protected, and functional, safety and code requirements are met.

SCOPE: The Department of Facilities Management is responsible for contracting with and supervising all external contractors who provide design, renovation, refurbishing, including signage and public art of University Facilities. Any questions or concerns should be directed to Facilities Management.

POLICY:

1. Services provided by the Department of Facilities Management
 - 1.1 To ensure compliance with all applicable building codes and other regulations, including the Uniform Federal Accessibility Standards (UFAS), and the Americans with Disabilities Act (ADA), all building and grounds modifications and/or contract services must be completed by or done under the supervision of Facilities Management. Contract services refer to any Renovation, Refurbishing, Signage and Public Art of University Facilities involving a University-owned property.
2. Services of External Professionals
 - 2.1 The use of professional architectural/engineering services will be restricted to those projects whose anticipated scope and complexity require development of working drawings and specifications, preparation of other contract documents, construction contract administration, on-site inspections/consultation, work progressing and contractor payment scheduling for the University as owner.
 - 2.2 Once a project has been approved, the Vice President of Facilities Management is responsible for preliminary planning (schematic

REFERENCE DOCUMENTS:

1. University of Dayton Facilities Management's Furniture Standards Guidelines
2. University of Dayton Facilities Management's Temporary Event Signage Guidelines

POLICY HISTORY:

Approved as amended
March 17, 2014

Approved as amended
September 7, 2000

Approved as amended
December 11, 1995

Approved in its original form
December 6, 1993

POLICY (continued):

design), design development, construction documents, bidding or negotiating contracts, and contract supervision.

2.3 The Vice President of Facilities Management shall determine which projects require architectural/engineering services, is responsible for the selection of the architectural firm and will coordinate preliminary consultation between the architect/engineer and appropriate University parties, including the Facilities Committee of the Board of Trustees, and develop broad job scope and negotiate a fee schedule.

3. Purchase of and moving/assembling of Furnishings, Signage and Public Art

3.1 Requests for furniture purchases and moving/assembling of furniture, Public Art including exterior art/sculptures, exterior or interior signs, donor displays and plaque purchases must be approved by the Facilities Management Department and the Department of Purchases. Facilities Management will then coordinate such approvals with the President for approval of Public Art.

4. Crosses

4.1 All classrooms, seminar rooms, residence rooms, meeting spaces are to have a University approved cross wall mounted within the space, provided & installed by Facilities Management.

5. Signage

5.1 All signage will be specified to comply with UFAS standards. Temporary signage will be as described in Facilities Management's Temporary Event Signage Guidelines.

6. Furniture will be specified and ordered by Facilities Management per the Facilities Management's Furniture Standards Guidelines.