



## Non-capital Construction, Renovation, Maintenance and Repair of University-owned Facilities

### No. 5405

**Policy Effective Date:**  
1/29/1990

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**Policy Owner:**  
Sherwood Wilson

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**Affected Parties:**  
Faculty  
Staff

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### 1.0 Purpose

The Associate Vice President and Chief Facilities Officer is charged with the responsibility for the design, construction and maintenance of the university's buildings and grounds. To achieve this, the following objectives must be met:

- University facilities must be designed, constructed, renovated and maintained in accordance with the Virginia Uniform Statewide Building Code (VUSBC), and acceptable accessibility, currently the ADA Accessibility Guideline (ADAAG).
- The university must comply with building permitting procedures developed and enforced by the Office of the University Building Official.
- The design, construction, renovation, maintenance and repair of university facilities must be accomplished in a manner consistent with the university's master plan, historic preservation concerns, university standards of quality and aesthetics, and environmental health and safety standards.
- The public and private investment in the university's facilities must be protected by providing appropriate control over the manner in which they are maintained and renovated.
- The university's records of its facilities must be kept current.
- The work performed on university facilities must be done by qualified personnel in accordance with legal requirements.

### 2.0 Policy

All non-capital design, construction, renovation, and maintenance of university owned facilities, and the installation of equipment within those facilities, shall be accomplished under the management, direction, and delegation of Facilities Services. This policy shall not apply to capital projects, leased facilities and portable equipment.

### 3.0 Procedures

#### 3.1 Point of Contact

The Facilities Services Business Service Center shall be the single point of contact for all university work covered by this policy. Members of the university community wishing to pursue any activity which involves the construction, renovation, maintenance or repair of any university facility shall contact Customer Service in Facilities Services to initiate renovation activities. These may include: procurement of professional design services, including the hiring of architect-engineering firms to prepare plans and specifications for facilities projects; preparation of designs; procurement of labor and materials; and accomplishment of the work itself. Questions about project feasibility, cost estimates, university procedures, code compliance, permitting, and similar issues should also be directed to Customer Service.



### 3.2 University Departments and Regulatory Agency Contacts

The Chief Facilities Officer shall work with other university departments and outside regulatory agencies to develop and implement procedures to ensure full compliance of the design and execution of the work with applicable codes, standards permitting requirements and other university concerns. These contacts shall include, but are not limited to:

- Office of University Planning
- Environmental Health and Safety
- Network Infrastructure and Services
- Office of Emergency Management
- Virginia Tech Police Department
- Virginia State Fire Marshal's Office
- Virginia Department of Environmental Quality

### 3.3 Authorizing Staff

The Chief Facilities Officer shall establish procedures by which other university departments with qualified staff can be authorized to perform certain types of building design, maintenance and repair. These procedures shall establish the minimum qualifications needed, define the scope of work to be covered; and ensure that permitting requirements are met. Authorizations issued under these procedures must be in writing.

### 3.4 Enforcement

The Associate Vice President and Chief Facilities Officer shall work collaboratively with the university community to ensure that the requirements of this policy are enforced.

## 4.0 Definitions

**Building service equipment:** The fixed equipment associated with any mechanical, electrical, plumbing, elevator, or fire protection system within or serving a facility.

**Capital project (aka: major capital project):** Any project consisting of new construction of 5,000 square feet or greater, new construction costing \$2 million or more, or improvements or renovations costing \$2 million or more.

**Design:** The planning of a change and/or renovation of university space, existing or new, for the purpose of the renovation of space and/or the installation of departmental equipment or a new system.

**Facility:** Any portion of a building, structure or area, including the site on which the building, structure or area is located, wherein specific services are provided or activities are performed. This includes all utilities, systems and building service equipment associated with the facility.

**Maintenance:** Work performed to a facility or the fixed systems and building service equipment therein, for the purpose of maintaining quality and function.

**Non-capital project:** Any project which does not meet the definition of a capital project.

**Portable equipment:** Equipment used within a facility but without permanent connection to the building's utility services.



**Renovation:** Any work to a facility or the fixed systems and building service equipment therein which is done to improve the existing level of quality and function; or to accommodate a change in the nature of the use of a space within a building or facility.

**Repair:** The reconstruction or renewal of any part of an existing facility for the purpose of maintenance or restoration of its state.

## 5.0 References

- Americans with Disabilities Act
- Annual Permit for Construction of State Owned Buildings and Structures (Issued by the Department of General Services, first issue date July 1, 1998)
- Commonwealth of Virginia Employee Standards of Conduct
- Uniform Federal Accessibility Standards
- Virginia Uniform Statewide Building Code
- University Policy 5407 – University Building Official Office ([www.policies.vt.edu/5407.pdf](http://www.policies.vt.edu/5407.pdf))

## 6.0 Approval and Revisions

Approved January 29, 1990, by Associate Vice President for Facilities, David R. Ford.

- Revision 1  
Changed Facilities Planning references to University Architect due to reorganization.
- Revision 2  
Minor wording change in Section 1.0.

Approved November 1, 1995, by the Executive Vice President, Minnis E. Ridenour.

- Revision 3
  - Policy title changed from "Campus Design and Construction" to "Non-capital Construction, Renovation, Maintenance and Repair of University-owned Facilities."
  - Section 1. Purpose changed to specify Assistant Vice President for Facilities and University Architect as responsible parties. Also, objectives added.
  - Section 2. Policy changed with all non-capital projects under management of Physical Plant Department. This policy no longer applies to capital projects.
  - Section 3.1-3.4 added. Point of contact changed from office of University Architect to Physical Plant.
  - Section 4. Definitions added.
  - Section 5. References added.

Approved February 28, 1999, by Vice President for Finance and Treasurer, Raymond D. Smoot, Jr.



## Virginia Polytechnic Institute and State University

- Revision 4
  - Section 3.2: Virginia Department of Environment Quality added to contacts.
  - Section 4: Definition of Capital Project expanded to include “a general fund project involving new construction exceeding 5,000 gross square feet.”Approved May 6, 2002 by Vice President for Administration and Treasurer, Raymond D. Smoot, Jr.
  
- Revision 5
  - Section 1: Revised reference for Accessibility Standards.
  - Section 4: Revised definition of Capital project.
  - Throughout policy: changed “Physical Plant Department” to “Campus Renovation Services.”Approved November 11, 2005 by Vice President for Business Affairs, Kurt J. Krause.
  
- Revision 6

Technical corrections for departmental name changes and administrative titles.

Approved June 18, 2009 by Vice President for Administrative Services, Sherwood G. Wilson.
  
- Revision 7
  - Technical corrections for departmental name changes.
  - Addition of reference to university policy 5407 – University Building Official Office.Approved December 7, 2010 by Vice President for Administrative Services, Sherwood G. Wilson.
  
- Revision 8
  - Throughout policy: Title correction of “Associate Vice President for Facilities Services [as the university’s Chief Facilities Officer]” to “Associate Vice President and Chief Facilities Officer” or “Chief Facilities Officer”.
  - Throughout policy: Responsible party/office changed from various groups to “Chief Facilities Officer”.
  - Throughout policy: Added “design” to responsibilities and defined “design” in Section 4
  - Change in title of “Campus Planning, Space and Real Estate” to “Office of University Planning”
  - Addition of Office of Emergency Management to list of contacts in Section 3.2
  - Minor wording changes in Sections 2, 3.1 and 4.Approved August 31, 2011 by Vice President for Administrative Services, Sherwood G. Wilson.