

# ALTERATIONS OR IMPROVEMENTS TO UNIVERSITY FACILITIES

University Facilities

PROCEDURE: 03.B.04.02

Effective Date: February 1, 2001

Last Modified Date: February 28, 2006

Approved by: Steve Copeland

---

**Background:** SC Law Section 10-1-180 provides that all construction, improvement, and renovation of state buildings shall comply with all applicable standards and appropriate building codes. University Facilities has been issued a Master Building Permit by the State Engineer for repair and alteration work in existing state-owned buildings and structures up to and including Level 2 alterations as defined in the International Existing Building Code, 2003 edition.

## Facilities Alterations/Improvements Review and Approval

---

### Purpose

University Facilities is accountable to the State Engineer to assure that work performed by the Clemson University under the Master Building Permit complies with state design standards and applicable building codes.

### Procedure

Any modification, alteration or addition to the physical structure of any University state-owned facility or its environs or grounds by a University department regardless of the fund source must be performed by University Facilities, a properly licensed professional (contractor, architect, engineer or consultant) with oversight provided by University Facilities, or with a properly licensed professional under the requesting departments direction with building code oversight provided by University Facilities. A project directed by the department cannot exceed an estimated cost of \$50,000. On a case by case basis, an exception to this limit may be directed in writing to the Chief Facilities Officer. The request for an exception must clearly outline the reasons why the department believes it can oversee the project and how it intends to ensure

that the project will be in compliance with the building code, professional and occupational licensing requirements, and University standards. In all cases where the department is directing the work, a Facility Renovation Permit (copy attached) must be submitted to and approved by the Chief Facilities Officer or his delegated alternate and a signed copy of the approved permit posted at the job site prior to work commencing. The permit must remain posted throughout the life of the project.

University Facilities is responsible for inspecting construction activities for compliance with codes and regulations regardless of how the work is being performed. The purpose for having advance written permission is to insure the project has been properly reviewed for compliance with applicable building codes, environmental standards and University standards. University Facilities coordinates these reviews.

Note: Cost estimating, project management, permit review, and inspection that are provided by University Facilities employees will be provided at NO COST to the department. Where these services are provided by outside consultants, the project will be charged for the actual cost.

Consultants, contractors, and University departments are all subject to federal, state, and local codes as well as Clemson University Design and Construction Guidelines. While these guidelines are applicable to all Clemson University projects, conditions or requirements peculiar to individual projects may necessitate deviation from them. University Facilities will carefully consider any recommendations for deviation from the guidelines.

## Work on Utilities Systems

---

All work that modifies, alters or expands any University utilities system (both distribution systems and internal building systems) may only be performed by University Facilities employees or by contractors under the supervision of University Facilities. This requirement is applicable to steam and hot water heating, central air conditioning, electrical, water, sewer, gas, chilled water, compressed air, and vacuum. Exceptions may be granted on a case by case basis depending on the scope of the utility change and the qualifications of the department personnel involved.

### Requesting Review and Approval

Requests for approval of alterations or improvements to facilities shall be in the form of a memorandum from the department head to the Chief Facilities Officer providing a detailed scope of the planned work along with the time frame desired for completion of the work. Sufficient notice is required. Submit your request on-line at <http://cufacilities.sites.clemson.edu/services/project-request>. Departments are encouraged to solicit input from their University Facilities Advisory Committee (UFAC) representative on

any planned alterations or improvements. If the requesting department intends to arrange for and direct the work, a Facility Renovation Permit application must be submitted along with the detailed scope of the planned work.

Reference: UF Guideline 03.B.01.01 Establishing a Departmental Work Request or Project.

## Organizations Affected

All University divisions, departments and offices and their contractors responsible for financing, planning, designing, developing, constructing, renovating and managing University owned facilities and buildings regardless of location will comply with this Procedure.

## Failure to Adhere to Policy

Work performed prior to receiving the approval of University Facilities may have to be restored to the original condition at department expense. Departments are encouraged to have all facilities work done by or under the direction of University Facilities to avoid personal liability and the costs of correction, if required.

## Types of projects requiring review for code compliance and University standards include the following:

- Building new facilities or structures
- Changing the function of a room
- Adding, deleting or modifying a wall or ceiling
- Adding, deleting or modifying doors or windows
- Adding, deleting or modifying plumbing, HVAC or electrical
- Changing the external appearance of a building
- Adding, deleting or modifying sidewalks, parking lots or signage
- Reallocation of space between departments or campus units necessitating space modifications

Depending on the scope of the project, review may be required by other University departments and/or State agencies. University Facilities will coordinate these reviews:

- Administrative Council
- Clemson University Fire Marshal
- Research Safety
- University Police Department

University Telecommunications  
University Parking and Vehicle Registration  
Committee on Access and Equity  
Office of the State Engineer  
South Carolina Department of Health and Environmental Control  
State Fire Marshal

### Expiration

This Procedure will be reviewed periodically and updated to reflect the most current regulatory and procedural information. This Procedure, once updated, will require the approval of the Administrative Council.

### Attachment: Facility Renovation Permit Application