



TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER EL PASO

Operating Policy and Procedure

HSCEP OP: 61.02, **Remodeling Projects/Painting**

PURPOSE: The purpose of this Texas Tech University Health Sciences Center El Paso Operating Policy and Procedure (HSCEP OP) is to establish policy for the initiation and completion of remodeling and painting projects within TTUHSCEP facilities.

REVIEW: This HSCEP OP will be reviewed by April 1 of each odd-numbered year (ONY), by the Senior Director of Engineering Services Facilities & Services and the Managing Director of Facilities & Services (MDF&S) or designees, with recommendations for revisions submitted to the Chief Financial Officer (CFO) or designee by April 15.

POLICY/PROCEDURE:

TTUHSCEP will follow these adopted procedures to achieve work tracking, work control, cost accountability and compliance with mandated uses of appropriated maintenance funds. TTUHSCEP, the authority having jurisdiction is the Managing Director of Facilities & Services or designees.)

All campuses will process the NEW PROJECT REQUEST FORM (Attachment A) or a similar regionally approved form. Local adaptation to implement this HSCEP OP is permissible provided that the intent is not compromised and that the process is approved in writing by the Managing Director for Facilities & Services. Office of Project Design and Engineering (PD&E) and Department of Facilities Operations and Maintenance (FOM) and Maintenance report to the Managing Director for Facilities & Services. The MDF&S reports to the Chief Financial Officer (CFO).

1. Remodeling Projects.

- a. All TTUHSCEP departments are required to utilize TTUHSCEP Facilities & Services when any remodeling modifications are required in a TTUHSCEP facility. Requests for these services are initiated with the department's submission of a WebTMA work order request, attaching a completed NEW PROJECT REQUEST FORM (NPRF) (Attachment A) along with any appropriate information such as drawing concepts to Facilities & Services. The submitting department shall evaluate the request to verify the alterations are essential in meeting the goals of the HSCEP. PD&E will review all the submitted NCRF's for approval and compliance with appropriate codes and standards and HSCEP guidelines. Architectural/Engineering services will be implemented by PD&E as required. PD&E will forward the designed and reviewed NCRF to FOM for review. An estimate of cost will be prepared and sent to the requesting department for approval. If a cost estimate is not required, the department can note as "Actual Work" to expedite the requested work. The submitting department shall note any "Required Completion Date" with the month and date required. "ASAP" will automatically enter the request sequentially from the date received.
- b. In the event the work requested is beyond the capability of FOM, or if FOM is unable to meet the requested project time schedule, the PD&E will, in cooperation with, FOM contract the services with outside vendors. The PD&E is responsible for assuring that the work of outside vendors complies with approved scope. The MDF&S, or designee, will inspect and must approve the work scheduled/performed by outside vendors prior to the execution of each individual contract and prior the final payment for the project.
- c. Departmental equipment purchases may require electrical and/or mechanical alterations

as determined by the qualified individuals, such as engineering professionals or licensed trades.

- d. Renovations shall include the removal of all abandoned utilities and devices back to the source. Structural modifications (i.e., removing or adding partitions) to a space will require evaluation for replacement of the suspended ceiling and all associated infrastructure and flooring. These modifications will also trigger upgrades to meet the latest accessibility standards (TAS/ADA), which will be incorporated into the project.
- e. Departments shall not use any outside agency, group, or individual to accomplish building or building system modifications. Should any department use unauthorized resources, any required corrections or removal of the unauthorized modifications shall be charged to the responsible department.

2. Interior Painting of TTUHSCEP Buildings.

- a. Interior painting will be performed by FOM or by a contracted vendor on a prioritized use/need schedule as determined by FOM and as governed by appropriated maintenance resources. Specific areas such as corridors, classrooms, public restrooms and other general use areas receiving exceptionally high usage typically require an accelerated painting cycle. Areas other than general public use or academic support are programmed for maintenance painting based on department requests, need, and/or renewal painting cycle.
- b. All office areas shall be painted to meet interior standards and guidelines. Accent colors are allowed on one wall if desired by the department chairperson or director of the area being painted. PD&E, FOM or designee will coordinate and approve all paint color selections. The painting of an area where a new accent color is requested will be paid for by the department making the request. In addition, any department requesting repainting of an area before the need-based cycle for convenience or color change, will normally be required to pay for the painting.
- c. Touch-up painting is generally not approved. When touch-up is required, the entire wall or area is to be repainted and repaired.
- d. Door frames and built-in furniture, such as cabinets, shelving, etc., are considered a part of the building and will be repainted or refinished along with the area during the maintenance painting cycle, and/or when institutionally necessary.
- e. Repair and refinishing of movable furniture will be on an "as needed" basis.
 - (1) Classroom seating or other general purpose public area furniture purchased with state funds normally used for academic purposes, or the general public will be maintained by FOM.
 - (2) The repair and refinishing of office furniture or equipment specifically purchased by or assigned to a department or used for patient care will be performed by FOM or outsourced vendor on a departmental charge basis.
- f. To request painting services listed above for El Paso Campus, complete a WebTMA request form through the designated WebTMA person in your department. Questions should be called in to Facilities & Services Work Order Desk. Decisions regarding the condition of institutional finishes and the eligibility for maintenance painting will be approved by the Senior Director of FOM and the MDF&S, and are dependent upon available funding and resources.
- g. The painting or refinishing of walls, rooms, areas, furniture or equipment by unauthorized

personnel is prohibited. Authorized personnel are employees assigned to /FOM or contract painters hired by Project Design & Engineering (PD&E).

- h. Any area which has been painted by an individual or department will be repainted by FOM if the quality of the work fails to meet TTUHSCEP workmanship, material or color standards. The cost of the repainting will be charged to the department.