



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 (TTUHSC El Paso) Operating Policy and Procedure (HSCEP OP) is to establish policy for the initiation and completion of remodeling and painting projects within TTUHSC El Paso facilities.

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

POLICY/PROCEDURE:

TTUHSC El Paso will follow these adopted procedures to achieve work tracking, work control, cost accountability and compliance with mandated uses of appropriated maintenance funds. At TTUHSC El Paso, the authority having jurisdiction is the Managing Director of Facilities Support Services or designee(s).

All campuses will process the NEW CONSTRUCTIONS REQUEST FORM (NCRF) (Attachment A). 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 Support Services. The Managing Director of Facilities Support Services reports to the CFO.

1. Remodeling Projects.

- a. All TTUHSC El Paso departments are required to utilize TTUHSC El Paso Facilities Support Services when any remodeling or modifications are required in a TTUHSC El Paso facility. Requests for these services are initiated with the department's submission of a WebTMA work order request, attaching a completed NCRF along with any appropriate information such as drawing concepts to Facilities Support Services. The submitting department shall evaluate the request to verify the alterations are essential in meeting the goals of TTUHSC El Paso. 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 work requested as "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 Managing Director of Facilities Support Services, or designee, will inspect and 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 Texas 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 TTUHSC El Paso 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 appropriate 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 be required to fund 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 addressed to the Facilities Support 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 Managing Director of Facilities Support Services, and are dependent upon available funding and resources.

- g. The painting or refinishing of walls including textured & painted walls, wall paper, or any special wraps or special wall finishes, in areas such as rooms, common areas, exam spaces by unauthorized personnel is prohibited. The painting or refinishing of any institutional equipment or furniture 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, equipment, or furniture which has been refinished by an unauthorized individual or department will be corrected by Facilities Support Services. The cost of the refinishing or correcting will be charged to the department.