

# DEPAUL UNIVERSITY

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## Renovation, Construction and Modification to University Facilities

**Category:** Operations

**Responsible Department:** Facility Operations

**Responsible Officer:** Vice President, Facility Operations

**Effective Date:** 7/6/2017

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### Policy Summary

The policy establishes the appropriate procedures for requesting work that could require contractors or consultants for building related matters.

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### Scope

This policy affects the following groups of the University:

- Entire University Community

This policy affects all members of the University Community.

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### Policy

University departments contemplating any type of physical renovation or adjustment within their assigned or allocated space beyond basic cosmetic work must coordinate this activity through the Project Management Office of Facility Operations. Departments are prohibited from contracting directly with outside consultants, e.g. architects and/or interior design firms, or attempting to affect project related work or activity directly with contractors. Basic projects such as painting and decorating or the moving of furniture and/or equipment can be addressed through the Work Order system.

Internal review processes, set by the University administration, strictly govern the use, design, and reconfiguration of University facilities. Proposed construction or space planning projects should be directed to the Project Management Office of Facility Operations. A review of your request will be completed toward determining feasibility, code compliance, impact on other existing conditions, required needs and related costs. In all cases, work by outside contractors must be cleared through and coordinated by Facility Operations. In no case is a department to contract with outside consultants (e.g. architects, engineers, interior designers) on its own.

Installation requests related to any security devices or equipment (i.e. panic alarms, cameras, etc.) must be submitted to your respective campus Facility Operations Office. Facility Operations will review your request with the Office of Public Safety, who must approve the request prior to it proceeding to next steps. In no case should a department contract for the installation of security devices or equipment on its own.

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## Procedures

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To contact the Project Management Office:

### Lincoln Park Campus

2244 North Seminary Avenue  
Chicago, Illinois 60614  
Hours of Operation - 7:30am-4:30pm  
773-325-7377

### Loop Campus

14 East Jackson Boulevard, 6th Floor  
Chicago, Illinois 60604  
Hours of Operation - 7:30am-4:30pm  
312-362-8682

To put in a work order, visit: [http://facilityoperations.depaul.edu/work\\_order\\_system/index.asp](http://facilityoperations.depaul.edu/work_order_system/index.asp)

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## Divisional Collaborations

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None

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## Contact Information

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### Facility Operations

Robert Janis, Vice President for Facility Operations  
[bjanis@depaul.edu](mailto:bjanis@depaul.edu)  
(312) 362-8762

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## Appendices

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None

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## History/Revisions

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Origination Date: 11/15/1991  
Last Amended Date: 07/06/2017  
Next Review Date: N/A