

# DEPAUL UNIVERSITY

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## Renovation Projects

**Category:** Operations

**Responsible Department:** Facility Operations

**Responsible Officer:** Vice President for Facilities

**Effective Date:** 1/14/2016

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### Policy Summary

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The policy establishes the appropriate procedures for requesting work that could require renovations to office space.

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### Scope

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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

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University departments contemplating any type of physical renovation or adjustment within their assigned or allocated space beyond basic cosmetic work, i.e. painting and decorating or the moving of furniture and/or equipment, 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.

Please contact the Project Management Office of Facility Operations with questions.

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### Procedures

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None

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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

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(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: 02/01/1995

Last Amended Date: 01/14/2016

Next Review Date: N/A