

# DEPAUL UNIVERSITY

---



## Renovation Projects

**Category:** Operations

**Responsible Department:** Facility Operations

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

**Effective Date:** 2/13/2025

---

### Policy Summary

---

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

---

### Scope

---

This policy affects the following groups of the University:

- Entire University Community

This policy affects all members of the university community.

---

### Policy

---

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.

---

### Procedures

---

None

---

### Divisional Collaborations

---

None

---

## Contact Information

---

### Facility Operations

Vice President, Facility Operations

---

## Appendices

---

None.

---

## History/Revisions

---

Origination Date: 02/01/1995

Last Amended Date: 02/13/2025

Next Review Date: N/A