



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- Physical Plant and the Managing Director of Physical Plant and Support Services (MDPPSS) or designees, with recommendations for revisions submitted to the Chief Operating Officer (COO) 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 Physical Plant and Support Services or designees.).

All campuses will process the NEW CONSTRUCTION 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 Physical Plant and Support Services. Physical Plant Office of Planning, Design and Construction (OPDC) and Physical Plant Department of Facilities Operations and Maintenance report to the Managing Director for Physical Plan and support Services. The MDPPSS reports to the Chief Operating Officer (COO).

1. Remodeling Projects.

- a. All TTUHSCEP departments are required to utilize TTUHSCEP Physical Plant/FOM when any remodeling modifications are required in a TTUHSCEP facility. Requests for these services are initiated with the department's submission of a work order. The Facilities Project Manager will create a NEW CONSTRUCTION REQUEST FORM (NCRF) (Attachment A) along with any appropriate information such as drawing concepts to the OPDC Office, 222 N. Concepcion, ASB II Physical Plant and Support Services Suite. The submitting department shall evaluate the request to verify the alterations are essential in meeting the goals of the HSCEP. OPDC 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 OPDC as required. OPDC will forward the designed and reviewed NCRF to Physical Plant/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 Physical Plant/FOM, or if Physical Plant/FOM is unable to meet the requested project time schedule, the OPDC Office will, in cooperation with, Physical Plant/FOM contract the services with outside vendors. The OPDC Office is responsible for assuring that the work of outside vendors complies with approved scope. The MDPPSS, 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 Physical Plant/FOM or by a contracted vendor on a prioritized use/need schedule as determined by Physical Plant/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. Selected areas of HSCEP facilities are annually programmed by Physical Plant/FOM for maintenance painting. 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. Planning, Design & Construction, Physical Plant/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 Physical Plant/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 Physical Plant/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 Physical Plant Business Services Work Control. See

www.ttuhsce.edu/pplant/FOM.aspx for contact information. Decisions regarding the condition of institutional finishes and the eligibility for maintenance painting will be approved by the Senior Director of FOM and the MDPPSS, 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 Physical Plant/FOM or contract painters hired by Physical Plant /Office of Planning, Design & Construction (OPDC).
- h. Any area which has been painted by an individual or department will be repainted by Physical Plant/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.