



# TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER EL PASO

## Operating Policy and Procedure

**HSCEP OP:** 61.15, **Approval of the Erection of Temporary or Permanent Structures on TTUHSCEP Grounds or Buildings**

**PURPOSE:** The purpose of this Texas Tech University Health Sciences Center El Paso (TTUHSCEP) Operating Policy and Procedure (HSCEP OP) is to establish the approval process for the erection or modification of structures on the grounds or buildings on TTUHSCEP campuses. This HSCEP OP applies to all TTUHSCEP campus locations.

**REVIEW:** This HSCEP OP will be reviewed on September 1 every four years (E4Y) by the Managing Director for Physical Plant and Support Services (MDPPSS), or designee with recommendations for revision submitted to the Chief Operating Officer (COO) or designee by September 15.

### **POLICY/PROCEDURE:**

#### **1. Policy.**

- a. To maintain a well-groomed, orderly and safe campus, and comply with regulatory requirements and campus standards, it is necessary to assign responsibility for control of the erection or modification of structures on the grounds and buildings on TTUHSCEP campuses. The MDPPSS or designee is responsible for controlling the erection of temporary structures and permanent minor structures.
- b. The following factors will be considered in approving the erection or modification of structures:
  - (1) The future plans for the proposed site (normally defined in the Campus Master Plan);
  - (2) Any possible hazards that may be created;
  - (3) Whether the proposal is aesthetically pleasing and in harmony with the surrounding area, buildings, and the campus in general;
  - (4) Whether any problems are created in the maintenance of the area, including irrigation systems;
  - (5) The obligation of TTUHSCEP to maintain, protect or retain the facility deed, easements, or code restriction;
  - (6) Compliance with appropriate regulatory requirements, standards, codes and accepted practices; and,
  - (7) Any other aspect relevant to the project.

#### **2. Temporary Structures.**

- a. The definition of a temporary structure is a physical modification to the TTUHSCEP grounds or exterior of buildings which will be in place for a short time period, normally a few days, and in all cases, less than one year. Examples are: signs, plantings, outside storage, works of art, exterior wiring, trailers, etc.
- b. The MDPPSS is responsible for controlling the erection of temporary structures. This responsibility includes promoting safety, avoiding detrimental effects to all TTUHSCEP operations, and preventing visual pollution. Requests for erection of structures will be made to the MDPPSS.

- c. Before erecting a temporary structure, the written approval of the MDPPSS must be secured. Requests for erecting a temporary structure must be made to the MDPPSS. After consultation with other appropriate resources, the MDPPSS will approve or disapprove the request in writing. The decision of the MDPPSS may be appealed through the Chief Operating Officer (COO) or designee to the TTUHSCEP President's Executive Committee (PEC). Decisions of the PEC are final.
- d. Blanket approvals for certain types of temporary structures may be arranged with a written agreement with the MDPPSS (e.g., a designated exterior area for displaying sculpture).
- e. Certain temporary structures may require plans and specifications to be completed by qualified design professionals.

### 3. **Permanent Minor Structures.**

- a. The definition of a permanent minor structure is any physical modification to TTUHSCEP grounds or buildings (exterior and interior) which will be in place for more than one year and which costs less than \$50,000. Examples are: fences, modifications to rooms, signs, monuments, recreation/athletic facilities, sculpture, building, landscaping, wiring, trailers, corridors, etc.
- b. The MDPPSS or designee is responsible for compliance with *Regents' Rules*, Section 08.01.4, facilitating review and approval of all exterior modification with TTUS Facilities Planning & Construction (FP&C) and insuring that approved modifications conform to campus master planned standards. This responsibility includes promoting safety, avoiding detrimental effects to all TTUHSCEP operations, and preventing visual pollution.
- c. Before erecting a permanent minor structure, written approval through MDPPSS must be secured. The decision of the MDPPSS or designee or TTUS FP&C may be appealed through the COO to the Board of Regents. The decision of the Chancellor's Office or Board of Regents is final.

### 4. **Permanent Major Structures.**

- a. The definition of permanent major structures is any physical modification to the TTUHSCEP grounds or buildings (exterior or interior) which will be in place for more than one year and which costs \$50,000 or more. Examples are: buildings, landscaping, room modifications, etc.
- b. TTUS FP&C, through the MDPPSS or designee, is responsible for controlling the erection of permanent major structures.
- c. Before the construction or installation of any permanent major structure is begun, the approval of the MDPPSS or designee and/or TTUS FP&C is required. All requests that require TTUS FP&C review and approval (typically new capital construction projects) should be made in writing and transmitted through administrative channels to the MDPPSS to facilitate the process. All requests must be accompanied by a site plan showing the exact location of the proposed facility/structure.
- d. The decision of items sent for TTUS FP&C consideration will be transmitted to the originator of the request. In all cases, the office of the Chancellor and/or the Board of Regents must grant approval for the installation.

5. **Signage.** This HSCEP OP also applies to the TTUHSCEP campus signage system; refer to HSCEP OP 61.05, Freestanding Exterior Signs.
6. All requirements stated in HSCEP OP 61.07, TTUHSCEP Grounds, Facilities and Amplification Equipment, must also be followed.