

Pepperdine University

Facility and Space Modification

I. PURPOSE:

The Facility and Space Modification Policy has been established to guide the University community in the areas of redesigning, remodeling, renovating, constructing, or otherwise altering University space. As a community, it is our duty to maintain the functional and aesthetic integrity of facilities and spaces on all University campuses and effectively manage our use of physical space. The Facility and Space Modification Policy furthers this effort by creating a framework to appropriately allocate University resources by organizing space modification requests and facilitating their review. In addition, the information necessary to promote informed and strategic decision-making in concert with University goals is generated through this process.

II. UMC REQUESTS:

As stewards of University resources, it is the University Management Committee's (UMC) responsibility to review and consider approval of individual space modification requests. The UMC considers the following factors when reviewing project requests: (1) demonstrated need, (2) alignment with mission, (3) availability of funding and resources, (4) alignment with University priorities, (5) cost-benefit analysis (including revenue generation), (6) appropriateness in relation to the Design Touchstone, and (7) impact on the community and stakeholders.

The following requests require UMC approval:

1. Projects that alter space and exceed \$50,000 (does not apply to renewal and replacement projects).
2. Renovations, remodels, or requests that require construction (does not apply to University-sponsored capital projects).
3. Changes to the appearance or functionality of common or public spaces, including purchases of and/or changes to furniture, fixtures, finishes, and artwork¹ (does not apply to private offices).
4. Fundamental changes in space usage.
5. Changes to newly available, vacant, or surge space.
6. Environmental graphics, such as custom signage, memorials, and dedications.

¹ The University campuses are not public property. The use of the phrase "public spaces" is meant to distinguish between areas that are private to individuals or small groups versus areas that are open to a wide array of individuals in the campus community (such as lobbies, reception areas, waiting areas, parking lots, classrooms, and dining facilities).

Requests that fall under the purview of this policy shall follow the process outlined below. Planning, Operations, and Construction (POC) is the central repository of plans, archives, and other data for all University space. As such, POC processes, records, and responds to project requests pursuant to this policy. The University maintains a vested interest in all University space and monitors it for underutilization, overcrowding, vacancies, and future needs. It is equally important for the departments and schools that occupy the space to embrace a sense of responsibility for that space and its effective management. This policy seeks to recognize, balance, and promote these interests.

III. PROCESS:

1. The party requesting a facility or space modification that meets any of the criteria detailed above shall complete a UMC Project Request Form, including the appropriate signature from the respective senior administrator (President, Provost, or Vice President) for conceptual approval, and submit it to POC.
2. POC assigns a project manager and performs a feasibility review, including impact analyses, scope of work development, an order-of-magnitude cost estimate, and recommendations.
3. Project requests may be approved administratively if analysis reveals that no material impacts exist. UMC periodically reviews projects that have been administratively approved.
4. Unless approved administratively, POC submits the project request and initial findings to the UMC.
5. The UMC reviews the project request and initial findings, and makes a determination. The requestor may make a presentation to the UMC if desired.
6. POC communicates the UMC's decision to the requestor and relevant stakeholders.
7. If the project is approved, the POC project manager will coordinate with end users, stakeholders, and institutional leadership from project conceptualization and programming, to scheduling and execution.

IV. NON-UMC REQUESTS:

1. Requests for routine repairs, replacements, and maintenance that do not meet any of the criteria detailed above are exempted from this policy and shall be sent directly to the Department of Facilities Services.
2. Project requests that do not meet any of the criteria detailed above but require POC assistance, shall be sent directly to POC with a Non-UMC Project Request Form.

*Approved by the University Management Committee: **August 29, 2013***