


# ADMINISTRATIVE PROCEDURE

## ADMIN-2

### Alterations to University Facilities

Number: ADMIN-2	Name: Alterations to University Facilities.
Purpose: This administrative procedure prohibits any physical changes to University rooms, buildings, grounds, etc., without first getting written consent from the Chief Operations Officer. The purpose is to reinforce that the structure and physical nature of University facilities are the responsibility of the University and the Board of Governors, even though they may be predominantly utilized and operated by individual units. Any physical alterations need to adhere to certain institutional standards and therefore must be approved by the Chief Operations Officer. Approval is particularly important for any alterations to classrooms that may change seating capacity and/or other authorized uses of the space.	
Responsible Unit: President's Office	
Approved by: 	Approval Date: 7/1/17

This administrative procedure is issued by the Office of the President. Its purpose is to ensure that alterations to University facilities are authorized and performed in accordance with and conform to University standards and practices. For example, all alterations must be documented in blueprints, plans, *etc.*, and archived for future reference to ensure accurate reporting, health/safety considerations, and reliable inventory documentation.

1. All University facilities are under the purview of Marshall University and its Board of Governors. These facilities serve the needs of individual divisions, colleges departments, units, *etc.*; however, they remain university facilities.
2. No individual, department or other entity may make alterations to University facilities without the express written authorization of the Chief Operations Officer of the University or his/her designee.
3. Additionally, no individual, department, or other entity may initiate alterations to classroom facilities without receiving the express written authorization of the Chief Operations Officer of the University or his/her designee, regardless of the source of funding.
4. Modifications involving fixed and semi-fixed enhancements and décor (paint, carpet, window blinds/shades, lighting fixtures, *etc.*) for University offices, classrooms and other

facilities constitute work that may only be performed by Physical Plant and/or their authorized contractors.

5. No individual, department, or other entity may affix or cause to have affixed any name to any University facility without the express approval of the Board of Governors in accordance with MUBOG Policy GA-10 or as described in section 5a below. Temporary signage designating an office's occupant(s) is exempted.
  - a. The President may authorize a small commemorative plaque containing the name and title of a deceased member of the faculty and staff to be affixed to a bench, provided the cost of the bench and plaque has been funded by donations for that purpose. The bench shall be placed in an appropriate area of campus designated by the Chief Operations Officer. Any other such memorialization shall be submitted to the Board of Governors for approval.
6. Definitions:
  - a. For the purpose of this procedure, "facility" means any room, building, structure, ground, space, *etc.* on Marshall University property.
  - b. "Alteration" means any change which may make a facility incapable of serving in its historic capacity.
  - c. "Classroom" means any room which has historically held classes and/or may hold classes in the next one-to-two years.
  - d. "Name" means the name of any individual, commercial entity, *etc.*, any word or phrase used to designate a room or other facility, or dedication or memorial.