

1.0 POLICY:

All facilities and sites whether owned or leased by the University are considered to be in the care, custody and control of the Board of Governors. Any and all alterations, renovations, demolition and/or other modifications to University physical facilities and sites can only be performed by duly authorized representatives of the Board of Governors.

REGULATIONS:

- 1.1 The Director of Facilities Division's office shall be the authorized representative of the Board of Governors for conducting alterations and renovations to University facilities and sites, the Vice President, Resources is responsible through the office of the President for exercising on the Board's behalf necessary fiscal controls.
- 1.2 All applicable codes and bylaws must be adhered to with all alterations and renovations.
- 1.3 Major alteration and renovations to facilities will be considered as part of the allocation of capital budget funding.

PROCEDURES:

- 1.4 Requests for alterations and renovations should be filed in conjunction with annual capital budget submissions.
- 1.5 Budgets and other details relative to alterations and renovations should be developed in consultation with the Director of Facilities Division who shall be responsible for coordinating this process University-wide.
 - 1.5.1 Capital costs – Facilities Division will provide cost information to departments/divisions for inclusion with their capital alterations and renovations budget requests, and provide for executive consideration recommendation on their requests.
- 1.6 Recommendations for alterations and renovations should be made through the Executive Committee to the President by the respective deans in concert with the Director of Facilities.
 - 1.6.1 The Director of Facilities Division shall be responsible to integrate all recommendations to long range plans, and to provide datum of usage and prior changes and of all related, but relevant other costs or resource allocations, with his recommendation to the Executive Committee.

- 1.7 The Vice President, Resources will be responsible to provide the necessary administrative support and controls to the office of the President so as to properly inform the Board, and to implement its budgetary direction.
 - 1.7.1 With the office of the Vice President, Resources the Facilities Division will monitor, and where required recommend through the Executive Committee to the President, changes to effect control of all such capital costs.
- 1.8 Generally alterations and renovations work will be carried out by the Facilities Division during intersession.

FACT SHEET

DATES:

Approval	82.05.27
Review	2002.12

SOURCE:

82.05.27	Approved by Board Motion 16-15-81/82. Replaces Policy 7.7 approved by Board Motion 8-14-71/72.
83.01.10	Regulations amended as approved by Executive Officers' Committee.
97.10.07	Editorial changes approved by President's Council.
2003.02.01	Titles and format updated – “Vice President, Operations” changed to “Vice President, Resources”, and “President's Council” changed to “Executive Committee”.
2009.10.08	Terminology updated to reflect name change to Grant MacEwan University. Approved by Board motion 01-10-8-2009/10