

Purchase of Minor Construction, Building Repair and Renovation

Section 6:10 Revised 01/01/2001

Almost all minor construction, building repair, and renovations are handled through the Physical Plant. Since the University requires that any physical changes to buildings be approved by the Director of Physical Plant, it is necessary that Physical Plant personnel perform the actual work or, if it has been contracted to commercial companies, supervise the work in progress. Requests for services in this category should be sent directly to the Physical Plant for an estimate of the cost and time involved for commencing and completing the work. Detailed specifications should accompany the request for the estimate. If it is determined that the department shall absorb costs involved, an estimate is made and returned to the department. If the department desires to proceed with the work after receiving the estimate, a Physical Plant-Work Request is sent to the Physical Plant, along with the specifications. If the Physical Plant determines that the work is to be performed by an outside contractor, they will forward a Purchase Requisition to the Purchasing Department.