

<b>COUNTY COLLEGE OF MORRIS</b> <b>Business and Finance Division Procedures</b>	
<b>Subject:</b> ALTERATIONS, RENOVATIONS AND CHANGES TO USE OF EXISTING FACILITIES, APPROVAL PROCEDURES	<b>Page:</b> 17.01.01
	<b>Date:</b> Rev. 09/08/2020

General

Requests for renovations, alterations, and changes to the use of facilities must be submitted to the Vice President for Business and Finance. The Vice President will arrange for the necessary committee approvals and will aid in identifying a funding source for the project. If a funding source is not available within the budget, the Vice President will discuss the project with the President to determine how to proceed.

All purchase requests for approved and funded projects must also be submitted to Purchasing in accordance with Procedure 09.08 requiring the approvals of the appropriate Cabinet member, Director of Plant and Maintenance, Budget & Compliance Manager and the Vice President for Business and Finance.

All requests for alteration, renovation or change in use must be approved by the President and Vice President for Business and Finance, except for minor renovations or reconfigurations which may be approved by the Vice President for Business and Finance.

Authority

President  
Vice President for Business and Finance

Responsibility

Appropriate Dean or Department Head  
Appropriate Cabinet Member  
Director of Plant & Maintenance  
Assistant Vice President for Business & Finance  
Vice President for Business and Finance

Procedure

The following is the procedure for obtaining approval and for initiating projects and expenditures to be funded with capital funds:

1. Minor renovations or reconfigurations will be approved by the Vice President for Business and Finance. Projects should be included in each department's three-year minor capital submission. Once the Assistant Vice President for Business & Finance and Director of Plant & Maintenance are given the authorization then a determination will be made if the work can be performed in-house.

# COUNTY COLLEGE OF MORRIS

## Business and Finance Division Procedures

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2. For general renovations not covered by the three year minor capital request process, submit a request for alteration or renovation to the Vice President for Business and Finance, describing in general terms the work to be done and identifying funds to be used, if known.
3. Major renovations and new construction projects need to be identified in the Facilities Master Plan. The Master Plan looks at 6 or 12 year periods and involves input from each department on campus. Future projects should be submitted to the Vice President for Business and Finance for consideration when updating The CCM Facilities Master Plan. A master plan steering committee reviews all input and assists in developing the final document. The County of Morris Six-Year Capital Plan is tied to the needs identified in the Facilities Master Plan, so it is important to identify those needs during the master planning process.
4. Major renovations or reconfigurations must be presented to the Lands and Buildings Committee for approval and recommendation to the Full Board.
5. Upon approval, an architect/engineer will be appointed to the project for design, preparation of necessary bid documents, bid, and construction administration. The architect/engineer will coordinate with the originating department and the administration during the design phase to ensure the design meets the needs of the College.
6. Projects having no identified funding will need to be reviewed by the President and Vice President for Business and Finance, especially if they are not included in the Facilities Master Plan or the Morris County Six-Year Capital Program. Anticipated minor renovation work for which the cost is estimated to exceed \$500 should be budgeted in the using organization's minor capital account. Minor renovations costing less than \$500 will be funded by the Plant and Maintenance Department to the extent that funding is available. Repair of existing facilities will be done by the Plant and Maintenance Department using existing work order procedures.
7. Projects can be funded through Chapter 12 funding, Morris County Six Year Capital, self-funded, or through other means such as state bond issue or grants. Each funding source requires a different set of requirements and timetables. The Vice President for Business & Finance will work with the President to determine the appropriate available source.
8. Change in use of existing space, whether renovation is required or not, must be requested in writing to the Vice President for Business and Finance who will review the request with the President. Change in use of existing space may also require the approval from the Lands and Buildings Committee. If the space in question is not currently assigned to the originator of the request, the Vice President for Business and Finance will coordinate with other divisions or departments prior to bringing the action to the Lands and Buildings Committee.

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9. Space allocations for all alterations, renovations or changes in use will be guided by the Facilities Master Plan, applicable codes, sustainability commitment and the ADA Compliance Report.
10. It is essential that all purchase requests associated with approved capital projects be submitted in accordance with purchasing Procedure 09.08.