



Policy Name:	Alteration, Repair and Maintenance of University Buildings and Outdoor Space
Originating/Responsible Department:	Facilities Management and Planning
Approval Authority:	Senior Management Committee
Date of Original Policy:	April 2011
Last Updated:	June 2021
Mandatory Revision Date:	June 2026
Contact:	Assistant Vice-President (Facilities Management and Planning)

Policy:

Facilities Management & Planning will work with Faculties and Departments in developing all requests for planning, physical changes, alterations, renovations, new construction, repair, and maintenance of university owned buildings, infrastructure and outdoors space.

Purpose:

To ensure that risks associated with any alterations, renovations, construction, repairs, and maintenance of university buildings and open space are implemented according to the requirements outlined by Faculties and Departments, effectively managed, and follow legal, health and safety and public procurement requirements.

Facilities Management and Planning has been assigned the responsibility to engage and work with Faculties and Departments across the University for the renewal, alteration, maintenance and operation of all university buildings, infrastructure and open space.

It is the responsibility of Facilities Management and Planning to safeguard the health and safety of individuals on campus, through the appropriate management of facility operations and construction activities to ensure the application of due diligence and compliance with all applicable acts/regulations/codes, including but not limited to the Ontario Building Code, the Occupational Health and Safety Act, the Technical Standards and Safety Authority, environmental compliance and university standards.

Scope:

This policy applies to all premises owned and operated by the University and to all its employees, contractors and students, tenants, building occupants and visitors.

Procedure:

All requests for alterations, repairs, maintenance or physical changes to University facilities must be submitted to Facilities Management and Planning, through a Service Request by email at fmp.servicecentre@carleton.ca or by calling the FMP Service Centre at extension 3668.

Physical changes include, but are not limited to the following:

- Adding, replacing, modifying, relocating, removing or painting; doors, walls, windows, ceilings, bulletin boards, built-in casework, shelving or flooring;
- Altering or penetrating corridor walls, floors or ceilings;
- Adding on to or dividing existing space;
- Working on any building utility system including; electrical, plumbing, ventilation, air conditioning, control systems, fire alarms, fire sprinklers, security systems, laboratory fume hoods and telecommunication equipment;
- Installations in mechanical or electrical rooms or on roofs;
- Altering the landscape: changing or creating planting beds or removing/adding plants or trees;
- Addition of temporary and/or permanent signage.
- Facilities Management & Planning will include Faculties and Departments when engaging the services of an Architect/engineer or other professional or tradesperson to perform building/system evaluations, maintenance, repairs, renovations and estimates where appropriate.

Roles and Responsibilities:

Building Authorities are responsible to ensure that faculty and staff within their buildings are aware of and adhere to this policy.

All faculty and staff are responsible for adhering to this policy.

Facilities Management and Planning is responsible for reviewing requests regarding alteration, repair and maintenance of university buildings and outdoor spaces and working with individuals and departments to facilitate the resolution of such requests.

Contacts: Assistant Vice-President (Facilities Management and Planning)
Director (Operations and Maintenance)
Director (Planning, Design and Construction)
Director (Energy and Sustainability Services)
Assistant Director (Environmental Health and Safety)

Links to related Policies:

Asbestos Management Policy

Capital Planning Policy/Process

Environmental Health and Safety Policy