Policy Name: Alteration, Repair and Maintenance of Campus Buildings and Grounds
Originating/Responsible Department: Facilities Management and Planning
Approval Authority: Senior Management Committee
Date of Original Policy: April 2011
Last Updated: April 2016
Mandatory Revision date: April 2021

POLICY:
All requests for physical changes alterations, renovations, new construction, repair, and maintenance of campus buildings, infrastructure and grounds must be submitted to Facilities Management and Planning for approval and/or implementation.

PURPOSE:
To ensure that risks associated with any alterations, renovations, construction, repairs, and maintenance of campus buildings and grounds are effectively managed.

Facilities Management and Planning has been assigned the responsibility for the renewal, alteration, maintenance and operation of all the university buildings, infrastructure and grounds.

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, environmental compliance and the university standards.

SCOPE:
This policy applies to all employees, contractors and students of Carleton University, as well as to all building occupants and visitors.

PROCEDURES:
All requests for alterations, repairs, maintenance or physical changes to the campus facilities must be submitted to Facilities Management and Planning, through a Work Order Request by email at fmp.service.centre@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.

Any unapproved changes to campus buildings, infrastructure and/or grounds may be modified and subject to cost recovery from the individual/department/faculty that initiated the change.

Contact:  
Assistant Vice-President (Facilities Management and Planning)  
Assistant Director (Maintenance Services)  
Assistant Director (Facilities Engineering and Construction)  
Assistant Director (Environmental Health and Safety)