



Policy Title: FS1-08 Alterations to and Replacement of UW Tacoma Facilities and Furnishings.

Accountable Department or Unit: UWT Facilities Services

Citation of relevant local, state, or federal laws: Title 49 RCW, Title 296 WAC, Administrative Policy Statement (APS) 56.6 (Seattle campus policy)

Abstract: To ensure adherence to regulatory requirements for health and safety, the construction, maintenance, addition, renovation or replacement of University facilities and furnishings shall not be performed by non-facilities staff, students, or volunteers.

This policy defines individual and departmental responsibility relating to facility construction, maintenance and renovations and furniture procurement, modification or repair.

Introduction and background information: Those occupying and using University facilities must rely on University staff available to aid in navigating the complex overlapping regulations and policies governing the construction, renovation, maintenance, improvement, and use of University facilities. Potential problems and risks from failing to rely upon the professional staff are real.

Many campus buildings contain materials that, while posing no hazard in their current state, can present potential dangers if they are unknowingly or improperly disturbed. Campus facilities have interactive and highly technical systems and uses; non-experts working in these buildings without proper training and equipment can create safety risks, compliance problems, or problems with other systems. Doing it yourself is not safe, and it is not necessary.

The policy governing alterations to UW Tacoma Campus buildings and grounds serves to protect the campus community and to ensure adherence to applicable regulations. To ensure legal and regulatory compliance and to protect the health and safety of students, faculty, staff, and visitors, the



University employs a professional staff dedicated to the effective planning, construction, and operation of all campus facilities.

Responsibilities:

Department heads are responsible for ensuring that space is used for the purposes assigned, and used in ways which promote the health and safety of all who use or visit the department's facilities.

All members of the University community have a responsibility to treat campus facilities with care; to avoid any actions that create dangerous, hazardous, unsafe, or unhealthy conditions; and to report any such conditions that they may see. The University relies on department heads and managers to inform and educate the students, faculty, staff, and visitors to department facilities about their use. Department responsibilities include:

- Authorizing access to space in restricted or secured areas and after hours;
- Having unit emergency plans, disaster mitigation and recovery plans, and identifying unit responsibilities for the safe storage, handling, and disposal of hazardous materials; and
- Following all University policies and procedures for facility alterations, maintenance, and repair.

The University provides basic facility services, such as custodial services, waste disposal, and recycling. The University also has funding for minor repairs and improvements, covering basic building renewal and safety projects. Some central funds are also targeted for improving access accommodations. Departments may also fund minor improvement and alteration projects and the procurement of departmental furnishings. All such work must be conducted in accordance with University policies, including those outlined in this policy statement, in order to ensure that such work is accomplished in a safe manner, and in compliance with external regulations.

Limitations: This policy is limited to the University of Washington Tacoma campus.

Consequences of Violating Policy: Departments that violate this policy and proceed to do their own work, whether with paid staff or volunteers or using an outside contractor, will be responsible for all costs associated with having work brought into compliance with University standards. Any fees, fines, or penalties which are assessed for violations of public codes and requirements are also the responsibility of the



department.		
Approved by:	Milt Tremblay	Date approved: 10/22/09
Reviewed by:	Ysabel Trinidad	Date reviewed: 10/23/09
Next review of policy to be conducted by: Review after change of ESHB 1847		