

4126 Space Improvement-Renovation Program

Effective Date: 7/1/2024 | Last Reviewed: 7/1/2024 | Old Policy Number: F3.36

The Space Improvement-Renovation Program is established to support the College in its efforts to efficiently and effectively plan for alterations or redesigns to academic, residential, athletic, recreational, and administrative space.

Space improvements/renovations projects are defined as alterations to the design or configuration of an existing facility and/or new construction which results in a permanent change to the facility. These projects will generally fall into two categories:

1) small scale, relatively low in cost, which do not involve reallocation of space; examples would be when an office requests to lay out its space more efficiently using partitions and space-saving office furnishings or refurbishing program involving expenditures for painting and flooring, and

2) renovations that are more extensive, involve greater costs, include major structural changes to the functional use, and/or ownership of an existing space; the most common example would involve dividing or expanding a space which may require some or all of the following: electrical, HVAC, telecommunications, network services and structural changes, etc.

[The Vice President of Finance, or designee, shall maintain and publish procedures in support of this policy.](#)