



ADMINISTRATIVE PROCEDURE

**ADMINISTRATIVE PROCEDURE NO: AP 403
RELATED TO POLICY NO. 403**

TITLE: REMODELING / DECORATION PROCEDURES

Prior to beginning any project, the EC will discuss the potential project and decide if it is something that should be done.

If the answer is no, the VPAS will write an explanation to the proposing party of the decision.

If the answer is yes, the following procedure will be followed:

1. A time frame and scope will be approved by EC.
2. A task force of users will be requested by the VPAS and a task force member will be asked to chair those discussions. (This may be a very small group or very large depending on the number of stakeholders.)
3. The group will look at all possibilities.
4. If furniture is involved, samples will be brought to campus and input will be solicited by user groups before a selection is made.
5. Significant design changes may require broad campus input.
6. A final recommendation will be made by the task force chair to the VPAS who will take that to EC.
7. Facilities' personnel will serve as resource to the task force.
8. EC and/or the President, the President, and/or the Board will make the final decision.
9. When a decision has been made, the facilities' personnel will make sure the work is completed in a timely manner.

DATE OF ADOPTION:

DATE(S) OF REVISION(S):

DATE OF LAST REVIEW: