

## **1.0 STANDARD**

- 1.1 Only Facilities Services has the authority to undertake, and/or to authorize infrastructure projects, including construction, renovation, repair, and demolition; equipment installation; installation and/or connection to infrastructure, including installation and connection to building utilities.
- 1.2 Individual employees, other than those authorized by the Director of Facilities Services , are expressly barred from undertaking and/or authorizing infrastructure projects.

## **2.0 PURPOSE**

- 2.1 This standard outlines the responsibilities of the College as an owner, and as employer, in defining requirements for undertaking and/or authorizing infrastructure projects recognizing the inherent complexity and risks associated with such work.

## **3.0 SCOPE**

- 3.1 This standard applies to all College departments, grounds and occupied facilities (i.e. owned, rented or leased) and to all employees, lessees, and organizations providing contracted services to the College.

## **4.0 DEFINITIONS**

- 4.1 “Building Utilities” include, but are not limited to electricity, water and gas services.
- 4.2 “Infrastructure Project” means construction, renovation, repair, and demolition; equipment installation; installation and/or connection to infrastructure, including installation and connection to building utilities.

“Infrastructure Projects” include, but are not limited to activities such as:

- drywall installation, preparation and painting;
- installation or removal of bulletin boards, pictures, shelving, and cabinets;
- installation or removal of flooring material, including carpet and tile;
- installation or removal of electrical wiring, fixtures or equipment;
- installation or removal of plumbing or plumbing fixtures, including plumbed eyewash stations;
- installation or removal of piping;
- construction or demolition of any type of wall, including drywall, block, brick, or wire;
- construction or demolition of any structure;
- installation or removal of doors, or windows; and
- installation or removal of door closures, hardware or locks.

## **5.0 RESPONSIBILITY**

- 5.1 Individual employees may request repair of infrastructure, excluding capital requests, through the normal work order system, by contacting Facilities Services by e-mail, by phone or in person.
- 5.2 The Facilities Services Work Order Desk will review and approve routine work order requests and will issue work orders.
- 5.3 The Architectural Technologist will obtain a quote from an approved contractor for infrastructure project requests that are capital requests.

The Architectural Technologist will forward the quote to the manager of the department, school, program or division that made the capital request, requesting budget approval to undertake the work.

On receiving budget approval, the Architectural Technologist will schedule the work.

- 5.4 College supervisors are responsible for advising workers of the process to follow in requesting an infrastructure project, and of the prohibition on individual employees undertaking and/or authorizing infrastructure projects.
- 5.5 College contract administrators and College lease administrators are responsible for advising contractors and lessees of the process to follow in obtaining approval for an infrastructure project.