

University Of Massachusetts Lowell	
Date: July 01, 2001	Section:2.7
Subject: Alterations to Buildings	

Requirements for the installation of any equipment in, or renovation to, any building that will involve utility connections and/or building alterations shall be processed as follows, (Subsidiary JJ, FRS Object Code 1960, & Subsidiary NN, FRS Object Code 2316):

Installation of Equipment:

Departments that wish to purchase equipment that involves utility connections and/or building alterations; e.g., scientific equipment, washing machines, large computer installations, air conditioner installations, water coolers that require plumbing connections, etc., shall contact the campus Facilities Department prior to processing their purchase request to Purchasing. The Facilities Department must determine whether present building utilities are adequate to carry the load and if the structure of the building is sufficient to house the equipment.

Alterations to Buildings:

Physical alterations and/or renovations to any University building that involve the utilization of trade labor and materials not only must deal with unique statutory requirement, but also must be concerned with building and safety codes. Whenever a University department intends to alter the existing electrical wiring or plumbing, perform carpentry, install carpeting or flooring, or the like, the requirements must be processed through the Facilities Department, regardless of the amount of money involved or the source of funds. If the contract exceeds \$10,000 and needs to be bid, all bidding for Labor & Materials must generate from the Office of Economic development. In may cases, the Facilities Department will already have contracts in place that serve to expedite the completion of small jobs.

Requests for such equipment and/or building alterations should be sent directly to the Facilities Department. Once approval has been given, the request will be forwarded to the Purchasing Department for processing.