


PROCEDURE MANUAL

 ARIZONA WESTERN COLLEGE	PROCEDURE 285.5		
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	Last Revision Date:	10-28-15	
Effective Date:		12-08-99	
Section:	Administration	Subject:	Change in Use or Function of Facility Space

PURPOSE

To request for modifications to facilities associated with construction, renovation or demolition of College buildings.

PROCEDURE

1. All modifications will be done by Facilities Management employees or licensed contractors selected by a Facility Director or through the College bid process.
 - 1.1. Projects that cost less than \$5,000 will be approved by a Facility Director.
 - 1.2. Projects that cost more than \$5,000 but less than \$25,000 will be approved by the Vice President for Finance and Administrative Services.
 - 1.3. Projects that cost more than \$25,000 but less than \$50,000 will be approved by the President.
 - 1.4. Projects that cost more than \$50,000 will be approved by the District Governing Board.
2. Requests
 - 2.1. Requests for modification to existing classroom, administrative or resident space should be submitted via the Change in Use or Function form on the Facilities website for preliminary review and approval. Each request must include a description of the requirement and justification.
 - 2.2. Requests will be forwarded to one of the Facility Directors for review. This review will:
 - 2.2.1. Explore feasibility.
 - 2.2.2. Consider more cost-effective alternatives.
 - 2.2.3. Ascertain that building utility systems can accommodate the change in function.
 - 2.2.4. Ensure that there are no violations of building and fire codes.
 - 2.2.5. Develop a cost estimate for the project as appropriate.
 - 2.2.6. Any other applicable approval.
 - 2.2.7. Recommend approval or disapproval.
3. Responsibilities
 - 3.1. A Facility Director will review the request with the requestor and any support departments as required.
 - 3.2. A Facility Director or Vice President for Finance and Administrative Services will inform the requestor of the final decision.
 - 3.3. A Facility Director or Vice President for Finance and Administrative Services will identify funding for the project.