

**UNIVERSITY OF CALIFORNIA, MERCED
STATEMENT REGARDING MODIFICATIONS TO OFFICE,
LABORATORY AND CLASSROOM SPACE**

RESPONSIBLE OFFICIAL: Assistant Vice Chancellor, Facilities Management

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REFERENCES AND RESOURCES:

(RESERVED)

BACKGROUND:

Many times the need arises to modify an existing space to fit the requirements of the current occupant or tenant. These tenant improvements may include, but are not limited to the addition or modification of electrical systems, heating ventilation and air conditioning (HVAC) systems, furniture layout and space reconfiguration.

Any improvement must be checked for compliance with currently adopted codes and standards and, in some cases, reviewed for accessibility by the Division of the State Architect (DSA) prior to commencement of work.

POLICY:

General:

This policy applies to any and all work required to in any way modify the existing equipment or services within a space on UC Merced property. All improvements shall be completed in accordance with the currently adopted version of the California Code of Regulations, Title 24.

In many cases, proper installation of equipment and devices can directly impact building safety and operations.

Process:

When faculty or staff encounters a need to modify the any portion of a building or space from its existing condition the following steps must be taken before any work can be started:

1. Notify the Facility Manager responsible for the building that modifications to the space are required.

2. The Facility Manager will schedule a meeting with the tenant, Campus Engineering Services and Maintenance personnel to develop a scope of work and confirm adequate infrastructure is in place to support the improvement.
3. Engineering will determine whether the scope of the project can be completed with in-house resources or if outside consultant services will be required.
4. The Facilities/Project Manager will coordinate the completion and review of construction documents with the appropriate Authorities Having Jurisdiction.
5. The Facilities/Project Manager will be responsible for bidding, awarding and general oversight of design and construction contracts.

Prohibitions:

1. Tenants shall not undertake any alteration or modification to their space without the written consent of Facilities Management.

DEFINITION(S)

(Reserved)