



Title: REMODELING OR RELOCATION OF FACILITIES

Code: GG0108

Policy Reference: G0100, Facility Planning and Contractual Expenditures

ARRANGING FOR FACILITY MODIFICATIONS

Requests for any facility modification, addition, or remodeling of MATC facilities, must be submitted by completing the Space Allocation and Alteration Request Form. The request form is authorized and approved by the department head and Dean/ Director/ VP and is submitted to Facilities Planning for space needs analysis and conformity to the Facilities Master Plan. Facilities Planning will move recommendation forward to the VP & General Counsel for final approval/ denial/ continuation to find alternative space. Departments will be notified of the decision.

Facilities Planning & Construction is responsible for coordinating all construction, renovation, and space planning projects including the use of architectural / engineering services and the development of construction documents.

The Facilities Planning & Construction Department is responsible for ensuring that all MATC projects adhere to the procurement policies and procedures specified in Chapter TCS 6 of the Wisconsin Administrative Code.

Planning of Proposed Modifications

Upon receipt of the Space Allocation and Alteration Request Form, Facilities Planning & Construction determines if the project requested is a capital improvement or a maintenance/ operational project.

Capital improvement projects, upon approval, are implemented by Facilities Planning within an annual plan for construction of the projects in a number of phases commensurate with the approved budget for each fiscal year.

Additional information may be found in the MATC Procurement Manual.

Office of Responsibility: Facilities Division - Facilities Planning & Construction

Last Reviewed: Apr-2022