

<p align="center">CITY OF APPLETON PERSONNEL POLICY</p>	<p align="center">TITLE: FACILITIES & GROUNDS MODIFICATION POLICY</p>	
<p>ISSUE DATE: <u>2014</u></p>	<p>LAST UPDATE: <u>2017</u></p>	<p>SECTION: Facilities & Construction <u>Parks, Recreation and Facilities</u> Management</p>
<p>POLICY SOURCE: Facilities & Construction Parks, <u>Recreation and Facilities</u> Management Department</p>	<p>AUDIENCE: All Departments</p>	<p>TOTAL PAGES: <u>4</u></p>
<p>Reviewed by Attorney's Office Date: <u>August 12, 2014</u></p>	<p>Finance Committee Approval Date: <u>July 23, 2014</u></p>	<p>Council Approval Date: <u>August 6, 2014</u></p>

I. PURPOSE

The purpose of the Facilities & Grounds Modification Policy is to:

- A. preserve and extend the useful life of the City's facilities & grounds;
- B. reduce overall maintenance and operations expenses by following established maintenance practices through the implementation of universal standards;
- C. provide proper technical expertise for the performance of modifications and renovations of facilities, including compliance with all applicable local, state and federal regulations regarding construction, environmental health and safety;
- D. provide standards for aesthetics, functionality, sustainability and quality;
- ~~C.~~
- ~~D.E.~~ ensure that the full expense of modifications are identified and that the necessary funds are authorized before initiation of the project; and
- ~~E.F.~~ ensure that approved projects are completed within budget and within a period responsive to the needs of the applicant, and feasible within the limitations of the ~~Facilities & Construction Parks, Recreation and Facilities~~ Management Department.

II. POLICY

Requests for facility or grounds modifications that involve change of use, configuration, or appearance of existing facilities will require the review and approval of the Director of ~~Facilities and Construction~~ Parks, Recreation and Facilities Management or his/her designee. Departments shall not perform Facility & Ground Modifications without prior approval of the ~~Facilities & Construction~~ Parks, Recreation and Facilities Management Director or his/her designee.

III. DISCUSSION

The ~~Director of Facilities & Construction~~ Parks, Recreation and Facilities Management Director or his/her designee is the facilities' landlord and is responsible for the management of the City of Appleton's facilities & grounds assets. The ~~Facilities & Construction~~ Parks, Recreation and Facilities Management Department works closely with departmental tenants to provide environments that are productive, economical and safe in which the department can achieve its established goals and objectives.

IV. DEFINITIONS

Facilities & Grounds Modification – refers to physical changes to the facilities' structure, facilities' equipment, interior finishes, landscaping, and/or furnishings. Routine maintenance such as painting, flooring updates, furniture moves, etc. will be performed as part of the general services provided by the ~~Facilities & Construction~~ Parks, Recreation and Facilities Management Department. For the purpose of this policy modifications refer to non-routine work such as renovations, office moves, etc.

V. PROCEDURES

- A. Any department requesting modification of a facility under its assignment shall consult the ~~Director of Facilities & Construction~~ Parks, Recreation and Facilities Management Director.
- B. The proposing department shall provide a ~~written~~ description of the proposed modifications and when known, identify proposed wall, floor, and ceiling changes, window and door changes; painting, carpentry, electrical, plumbing, heating and ventilation changes; fixed cabinetry modifications; landscaping changes; as well as moveable equipment (chairs, desks, tables, machinery, etc.) to be removed and/or installed in the modified or remodeled space.
- C. Working with the proposing department, the ~~Facilities & Construction~~ Parks, Recreation and Facilities Management Department will evaluate the preliminary description and assist in developing a ~~formal~~ project proposal ~~scope~~ that addresses the following issues:
 1. technical feasibility, including regulatory and code requirements;
 2. technical advisability;
 3. aesthetic and design standards appropriate to the project and to City facilities;

4. cost of the project;
 5. schedule for initiation and completion;
 6. furniture and other moveable equipment implications;
 7. health and safety implications;
- ~~—consultation for preliminary plans and/or development of the formal project proposal may require extensive involvement by Facilities & Construction Management Department and may therefore accrue administrative overhead costs. Such costs shall be borne by the initiating department; and~~
- ~~8. alternatively, departments may submit formal proposals developed by external consultants when required or appropriate, in which case the Facilities & Construction Management Department shall provide final specifications, plans, and compliance review services, for which it is authorized to charge an administrative fee.~~

D. In completing their analysis of the project, ~~Facilities & Construction~~the Parks, Recreation and Facilities Management Department, working with the requesting department, will coordinate the above project aspects with the following individuals or their designees, if applicable to the project:

1. the Director of Finance; ~~and~~
2. the Director of Technology Services; and
- 2.3. Outside engineers/consultants.

E. ~~Facilities & Construction~~The Parks, Recreation and Facilities Management Department will prepare a formal project estimate, including the following project costs:

1. labor,
2. materials,
3. administrative overhead, and
4. a construction contingency

F. Verification, Approval and Implementation

~~1. Projects will be budgeted by the Parks, Recreation and Facilities Management Department according to available funding and priorities. After completion of the formal project proposal, schedule and budget, the Director of Facilities & Construction Management shall provide written verification of the project proposal, schedule and budget.~~

~~1.2. Any approvals will follow the Procurement and Contract Policy if applicable.~~

~~2.3. Upon approval of funding the Parks, Recreation and Facilities Management Department will coordinate the contracts, schedule, permits, payment and provide project management services. Following verification, the department shall identify the account and obtain authorization from the appropriate administrator responsible for both the account and the space.~~

- ~~3. The Director of Facilities & Construction Management or his/her designee shall forward a drawing, description, and cost estimate, schedule of work, authorization, and account number to the Department Director or his/her designee.~~
- ~~4. The Department Director or his/her designee shall notify the Director of Facilities & Construction Management of authorization, the funding source to be encumbered, authorization to encumber funds by the appropriate administrator, and the project account established by Finance for the project.~~

~~5.4.~~The project will proceed according to the schedule developed above.

G. Changes in Design, Scope or Cost following Authorization

1. Additional costs to the project's approved design, scope and cost which do not exceed the contingency and for which the appropriate administrator has provided authorization and a funding source, may proceed accordingly. This information will be reported to the appropriate committee of jurisdiction as an informational item.
2. Material changes to the project's approved design, scope and cost exceeding the established contingency will require a contract amendment plus a change order and supplemental approval by the Department Director, Finance Committee and their respective Committee of Jurisdiction and Common/Council.

~~H. Other~~

Library Building

~~Facilities and Construction Management has been granted authority by the Library Board of Trustees to maintain the interior and exterior of the library building, per the Service Agreement between Facilities Management and the Library Board.~~