

CITY OF APPLETON PERSONNEL POLICY	TITLE: FACILITIES & GROUNDS MODIFICATION POLICY	
ISSUE DATE: 2014	LAST UPDATE: 2017	SECTION: Parks, Recreation and Facilities Management
POLICY SOURCE: Parks, Recreation and Facilities Management Department	AUDIENCE: All Departments	TOTAL PAGES: 4
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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;
- E. ensure that the full expense of modifications are identified and that the necessary funds are authorized before initiation of the project; and
- 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 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 Parks, Recreation and Facilities Management or his/her designee. Departments shall not perform facility and/or ground modifications without prior approval of the Parks, Recreation and Facilities Management Director or his/her designee.

III. DISCUSSION

The 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 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 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 Parks, Recreation and Facilities Management Director.
- B. The proposing department shall provide a 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 Parks, Recreation and Facilities Management Department will evaluate the preliminary description and assist in developing a project 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.
- D. In completing their analysis of the project, 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;
2. the Director of Technology Services; and
3. Outside engineers/consultants

E. 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.
2. Any approvals will follow the Procurement and Contract Policy if applicable.
3. Upon approval of funding the Parks, Recreation and Facilities Management Department will coordinate the contracts, schedule, permits, payment and provide project management services.
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 the respective Committee of Jurisdiction and Common Council.