

	DEPARTMENT OF ADMINISTRATIVE SERVICES POLICY MANUAL ISSUING DIVISION: FACILITIES DIVISION	NUMBER 125-6-210
APPROVAL: C. David White, Administrator		EFFECTIVE DATE March 07, 2002
SUBJECT: PROJECT AUTHORIZATION PROCEDURES FOR OFFICE SPACE REMODELING PROJECTS		PAGE 1 OF 3

Basic Policy:

DAS will authorize a tenant agency to remodel space at the agency's expense to meet its unique program needs. However, cumulative remodeling in DAS owned or operated buildings must not damage, overtax, or impair building surfaces, structures, or systems; violate codes or endanger occupants; or result in unplanned costs of installation, maintenance, or operations.

A. Remodeling Approval Required

Remodeling work in a DAS operated building requires prior written authorization from the DAS Facilities Division if the work has any impact or attachment to the building, its surfaces, or systems or it requires any building permit or state licensed designer or installer. Submit a Project Authorization Form to request authorization before commencing any contracting process. (Request the current form by e-mail to fac.info@state.or.us.)

Here are typical examples of remodeling that, regardless of cost and whether interior or exterior, require pre-authorization:

1. Work that will require the modification or addition of any electrical circuits, switch gear, or controls or other work that requires a licensed electrician.
2. Installation, alteration, or removal of major electrical energy consuming, cooling, ventilating, or heat generating equipment owned by the tenant agency or by DAS.
3. Construction or removal of any private office or enclosed space (including movable partitions that impair lighting, ingress, egress, or airflow).
4. Work that will change the category or nature of the space (office, storage, conference, computer room, utility service space, common area, conditioned, unconditioned, or the like).
5. Work changes the finish material on walls, ceilings or floors.
6. Modification and any cabling or wiring of any kind in or to an air delivery space (which includes air ducts and air plenums below raised floors or above suspended ceilings).
7. Any addition, relocation, or removal of electrical wiring or other low voltage cabling above ceilings, below floors, or within walls.
8. Any addition or removal of windows, doors or related hardware including door closers.
9. Any alterations of the building structure or shell.
10. Any modification to public spaces or common areas, including rest rooms, hallways, stairs, corridors,

shared conference rooms, dining areas, entries, grounds, and elevators.

11. Any modification or addition of air handling equipment.

B. Planning and Preparing

1. Do some research before proposing a project. Check the Facilities Division web pages. Talk to the division about a remodeling project while it is still a concept, before completing a Project Authorization Form. The division can provide information and advice from past projects and technical standards that may apply to the project. If needed, the division may be able to furnish project management services.

Manager, Operations and Maintenance Section (O&M)

(503) 378-2495

(For projects in DAS-owned or operated buildings)

Manager, Real Property Services Section

(503) 378-2865 ext. 251

(For projects in any DAS-leased buildings)

Manager, Planning and Construction Section,

(503) 378-2865 ext. 293

(To arrange for project management)

2. Remodeling must conform to state and local codes and to DAS Standards. DAS standards cover electrical systems and wiring. They cover the installation, relocation, and removal of voice, data, and similar low voltage cabling when installed above ceilings, below raised floors, or within walls. The standards are available at the Facilities Division. Many are on-line at the Facilities Division policies pages.

C. Project Authorization Requests and Processes

Call the division or go on-line to get the current *Project Authorization Form*. Generally, these attachments are also needed:

1. For changes to the configuration of interiors, attach suitable plan drawings. For simple changes a simple floor plan will do. Further plans and specifications will be required for changes affecting bearing walls, plumbing, wiring, lighting, or ventilation.
2. Remodeling which will change the size or the category or nature of the space (office, storage, conference, computer room, utility service space, common area, conditioned, unconditioned, or the like) also requires a completed *Space Request Form*.
3. To request project management services, talk to the manager of the Planning and Construction Section and prepare a *Project Management Authorization Form* (see Policy Manual 125-6-220) Agency Service and Technical Service Projects.
4. Division staff may inspect the site and gather any other data needed to approve the project.

D. Remodeling Project Issues and Variations

1. A Project Authorization Form is not required for remodeling of a single agency's leased office if the landlord will do the remodeling. However, negotiations with a landlord for a project or

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changes in a lease shall be conducted by the division for DAS-leased facilities (Policy Manual 125-6-130). And, if the remodeling will change the amount of leased space, the agency must first file a new ***Space Request Form*** with the division. To be approved, the new space plan must conform to state Office Space Standards (Policy Manual 125-6-100).

2. If a tenant agency makes significant changes to office space owned, operated, or leased by DAS without the Facility Division's prior approval, DAS may expel the agency from the space and require the agency to restore the space to its original condition at the agency's expense.
3. A tenant agency must cover all costs and risks related to remodeling to meet its particular needs. DAS will not reimburse a tenant agency for remodeling costs, even if the agency is relocated. DAS may authorize a remodel with the condition that an agency restore the space to its original condition when the agency leaves. However, DAS may also elect to include a remodeling project in its biennial budget, funded by uniform rent. DAS may do so if it concludes the project will meet a general, long-term need of a DAS building