

for file  
80.56 rev.

January 26, 2006

TO: Deans, Directors and Department Chairs

FROM: Robert C. Bates *RCB*  
Provost and Executive Vice President

SUBJECT: Unauthorized Modification of University Facilities

It has come to my attention that some members of our University staff and faculty are making unauthorized modifications to University facilities. Such modifications include installation/modification of media cabling; installation of or changes to electrical circuits; removal/installation of walls/doorways; as well as others. Some of these modifications have resulted in damage to University facilities; installations that are not in compliance with applicable code; and/or present potential safety hazards to occupants or maintenance technicians. In some instances when these modifications are encountered during conduct of properly authorized projects, the cost to the University and the disruption to ongoing projects to correct the unauthorized modifications and bring them into compliance with existing code have been significant. University policy regarding modification of University facilities is clear.

Specifically, University BPPM 80.56 requires all construction projects to be approved in advance by central administration and the responsible administrator (dean, director, or chair) to ensure:

- Appropriate funding for the project;
- Compatibility of project with existing spaces and utility systems;
- Adherence to WSU standards, regulations, and policies; and
- Adherence to applicable local, state, and federal codes and regulations.

BPPM 80.56 further requires all projects are to be managed by the University's facilities management staff.

In an effort to discourage these types of unauthorized modifications I have directed our facilities management staff, when they encounter such modifications, to notify

the appropriate Dean, Director or Department Chair and to make appropriate modifications to the facility to bring it into compliance with University standards and applicable code. These corrective actions will be done at the expense of the occupying department.

I ask your cooperation and assistance in stemming the tide of unauthorized modifications and ensuring your staff and faculty fully understand and comply with University policy.

cc: Vice Presidents  
Executive Director, Capital Planning and Development  
Executive Director, Facilities Operations  
Director, Communication and Network Services