



ADMINISTRATIVE REGULATION AND PROCEDURE

Title: REMODELING OR RELOCATION OF FACILITIES	Code: GG108
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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 approved by the dean/manager and direct presidential report by completing the request Form B04. The request form is submitted to Construction Services for consideration and planning as prioritized by the dean/manager for implementation by the President and Executive Vice President.

Construction Services 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 Construction Services 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 approved B04 form, Construction Services determines if the project requested is a capital improvement or a maintenance project. Capital improvement projects are kept on file, and maintenance projects are referred to the Engineering and Building Services Department for implementation.

Capital improvement projects are compiled by division and prioritized by the division dean / manager for the President (and any designees). The President (and any designees) selects the top priorities from each division for submittal to the MATC Board for approval and any subsequent approval required by WTCSB.

Upon approval, Construction Services implements 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: Administrative Services Division - Construction Services