

# Arkansas State University - Jonesboro

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**Effective Date: 07/01/91**

**Number: 04-20**

**Section: Facilities and Services**

**Subject: Facilities - Modification/Renovation of Buildings, Furnishings & Equipment**

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1. Modification and installation of equipment and/or furnishings attached to walls, ceilings or floors, must have prior approval from Facilities Management.
  - a. Modifications and installations are charged to the requesting department.
  - b. Modifications and installations requested by the administration are not charged to the department.
2. Modifications, renovations and additions to the buildings or facilities must have prior approval from Facilities Management.
  - a. Modifications, renovations or additions are charged to the requesting department.
  - b. Modifications, renovations or additions requested by the administration are not charged to the department.
3. Scheduling of Facilities Management work is the responsibility of the Assistant Vice Chancellor for Facilities Management under the guidance of the Vice Chancellor for Finance and Administration.

## **PROCEDURES**

1. An estimate may be requested by an IDT.
2. A new IDT must be submitted for the actual work.

Revised on 11/15/2011.