

Requirement for Submission of Work Orders for Facilities Alterations and Improvements

Most types of facilities alterations and improvement work planned by various Departments and Schools at the University at Albany must be properly coordinated with the Office of Facilities Management through a submission of a “work order request”. Such coordination is essential for compliance with stringent health and safety regulations and to ensure proper adherence to building and facilities maintenance and preservation programs.

“University at Albany facilities”, for the purpose of this policy, includes all academic and residential spaces on the Uptown Campus (1400 Washington Avenue, excluding MSC and UAB); all spaces on the Downtown Campus (135 Western Avenue); the President’s Residence; all spaces on Alumni Quad, Freedom Quad, and Empire Commons. It does not include the East Campus or the Fuller Road facilities (with the exception of Freedom Quad).

Work order requests may be submitted on-line through the <http://www.albany.edu/facilities/> website and questions regarding the work orders or process can be directed to the Customer Service Center at 442-3480.

Planned alterations and improvements requiring a work order generally include, but are not limited to, the following:

- Adding, replacing, modifying, relocating, removing or painting of doors, walls, windows, built-in casework, ceilings, shelving, or flooring;
- Removal, installation or replacement of floor and wall coverings;
- Altering access to spaces through new or modified locksets, doors, hardware, keypads, and/or operators;
- Alteration or penetration of corridors or ceilings;
- Reconfiguration of existing space;
- Installation of fixed equipment directly tied to building plumbing, heating, ventilating, electrical or structural systems, for example, various laboratory equipment items and fume hoods;
- Work on any building utility system, including electrical, plumbing, ventilation, air conditioning, control systems, fire alarms, fire sprinklers, security systems, laboratory fume hoods, and telecommunication equipment;
- Any site or grounds improvements such as additions or changes to landscaping, sidewalks and pavement Installation; and
- Certain alterations of furniture, equipment items, bookshelves, casework that may potentially impede required egress, fire safety systems, and/or relocation and access to existing electrical and communications outlets

Departments that violate this policy and proceed to do their own work – whether with paid staff, volunteers, or through an outside contractor – will be responsible for all costs associated with having work brought into compliance with University standards.

Moreover, any fees, fines or penalties which are assessed for violations of public codes/requirements will also be the responsibility of the department.