SENIOR FACULTY APARTMENT RENOVATION POLICY

Effective Date: April 1, 2009

Policy Statement
This policy describes the process by which the University determines the work to be done at University expense in apartments in existing buildings leased to senior faculty members and the circumstances under which additional custom work may be done at the tenant’s expense.

Reason for Policy
It is the University’s policy to bring vacant apartments to a state of good repair and functionality prior to occupancy by a new tenant. Because of the variability in rates of unit turnover and condition of the University’s housing portfolio, the scope of work necessary to accomplish these objectives can vary considerably. This policy outlines the principles which guide project managers in determining the scope of work necessary to meet University standards. In some instances faculty members wish to make changes or upgrades to the space which are beyond the standard scope of work therefore, procedures have been established for the University to approve these changes and to determine the amount of reimbursement required from the faculty member.

Primary Guidance to Which This Policy Responds
There is not a primary policy to which this policy responds. It is designed to provide guidance in the preparation of apartments for senior faculty members and to ensure that the University is fairly reimbursed for the costs of custom work done at the request of tenants.

Responsible University Office and Officer
Columbia University Facilities is responsible for managing this policy. The Executive Vice President for Columbia University Facilities and the Vice President of Facilities Operations are the responsible officers with the Assistant Vice President for Residential and Commercial Operations responsible for day-to-day management of the policy.

Revision History
None.

Who is Governed by This Policy
All Columbia University Facilities staff and all senior faculty tenants requesting custom renovation work and upgrades to their apartment.

Who Should Know This Policy
Columbia University Facilities staff responsible for apartment renovations. Senior Executive Officers, Deans, Vice Presidents, Chairs and others involved in the recruitment
and retention of faculty. Faculty and other tenants requesting custom renovation work or upgrades to their apartment.

**Exclusions & Special Situations**
Where it is to the benefit of the University, the scope of work performed in an apartment may be expanded beyond the standard scope of work with the approval of the Executive Vice President for Columbia University Facilities, Vice President of Facilities Operations or the Assistant Vice President for Residential and Commercial Operations.

**Policy Text**

**Introduction**

This policy outlines the process by which the University determines the work to be done at University expense in apartments leased to senior faculty members and outlines the approval process for additional work in the apartment which is done at a tenant’s expense.

It is the University’s policy to bring vacant apartments into a state of good repair and functionality prior to occupancy by a new tenant. Because of the variability in the rates of unit turnover and condition of Columbia’s housing portfolio, the scope of work necessary to accomplish these objectives can vary considerably. This policy guides project managers and Columbia University Facilities staff in determining the scope of work (Base Work) necessary to bring the apartment up to University standards.

If faculty members wish to make changes or upgrades (Custom Work) to an apartment then they must receive approval from the University for these changes and must assume responsibility for the associated costs.

**Condition Assessment and Standard Scope of Work (Base Work)**

When an apartment is vacated, its condition is assessed by a Project Manager experienced in the preparation and renovation of apartments. The assessment covers the condition of electrical wiring, heating system, plumbing, kitchens and bathrooms, flooring, walls and ceilings, windows and doors. The Project Manager also considers the reasonableness of the layout for use by modern families (e.g. its functionality). At the completion of this assessment the Project Manager establishes the scope of work that will be required to bring the unit into a state of good repair and functionality (referred to herein after as the Base Work).

When an apartment has been assigned to a senior faculty member, a Project Manager will be assigned to discuss its preparation with the new tenant prior to occupancy. The Project Manager will review the Base Work with the faculty member and discuss any changes that the faculty member would like. To the extent possible, and if the preferences are cost neutral, the Project Manager will try to incorporate these preferences into the Base Work. Any other work that the senior faculty member requests will be considered
Custom Work and subject to the conditions and payment schedules outlined later in this policy.

**Custom Work**

If a senior faculty member wishes to expand the scope of work beyond the Base Work, the Project Manager will consider changing the scope of work subject to the reasonableness of the changes and dependent on reimbursement by the faculty member for the additional costs (referred to herein after as the Custom Work). When Custom Work is approved, the faculty member must reimburse the University for the incremental costs of this work including any associated design, engineering and/or filing fees. Faculty members assume full responsibility for the proper repair and maintenance of all Custom Work.

The University does not approve requests that would require changes to basic building systems; that would create future maintenance or operational problems that would be the University’s responsibility; that would alter any publicly visible façade; or layout changes that would require reversal before the apartment could be rented to a future tenant.

The University does not approve requests that would reduce the scope of the Base Work (e.g. if the University deems it appropriate to re-wire any apartment then it will not approve a request that the apartment not be re-wired).

**Use of Architects, Engineers, Designers and Contractors**

All architects, engineers, designers and contractors must be approved by the University prior to the start of any work. The University maintains lists of pre-approved architects, engineers, designers and contractors.

The faculty member may request the assistance of an approved design professional (if the design work on the Base Work has commenced then the faculty member would typically be expected to use the consultant selected by the University). All costs associated with the work performed by the consultant are considered part of the Custom Work and are the responsibility of the faculty member.

Typically, through a competitive bidding process, the University, at its sole discretion, selects the contractors who will work on a particular apartment. All Custom Work that occurs prior to the tenant’s assuming responsibility for the apartment must be completed by one of the selected contractors or in the event that an additional trade is required another contractor from the approved list. All costs associated with the performance of the Custom Work are the responsibility of the faculty member.

If the University’s approved list does not include a firm who, in the sole opinion of the University, is capable of adequately performing all or some portion of the contemplated Custom Work then the faculty member may request that a firm not on the list be engaged.
to perform all or some portion of the Custom Work. The use of this firm is subject to the University’s approval in advance of the commencement of work.

**Schedule of Work and Commencement of Rental Payments**

The faculty member is responsible for the payment of rent for the apartment, except as outlined below, upon completion of all work, commencing occupancy of the apartment or sixty days after accepting the apartment assignment if this is later than the completion of all work.

After the Base Work has been determined a schedule for the performance of all required work (including all required design and governmental filings) is established (referred to herein after as the Expected Completion Date). If the faculty member has requested any changes to the Base Work, whether it is considered Custom Work or not, then rental payments are to commence as of the Expected Completion Date, commencing occupancy of the apartment or sixty days after accepting the apartment assignment if this is later than the Expected Completion Date.

**Payment for Custom Work**

If a faculty member has requested Custom Work (which has been approved) and the costs for this work are considered material the faculty member will be required to execute a “Construction Contract” and sign the Lease for the apartment. A sample of each can be found in the Appendix to this policy. At the execution of the Construction Contract and the Lease, the faculty member will be required to pay any deposits required. The faculty member will be required to make all other payments in accordance with the schedule of payments contained therein. If the costs for the Custom Work or not considered material then payment is to be made within thirty days of the Expected Completion Date.

Final costs may differ from the estimate depending upon actual prices for materials and bid prices from contractors in which case the Construction Contract is automatically amended.

**Responsibilities**

Columbia University Facilities is responsible for managing this policy. The Executive Vice President for Columbia University Facilities and the Vice President of Facilities Operations are the responsible officers with the Assistant Vice President for Residential and Commercial Operations responsible for day-to-day management of the policy. Project Managers are responsible for execution of the policy.

**Definitions**

No special terms are used in this policy.

**Contacts**

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<tr>
<th>Name</th>
<th>Phone</th>
<th>Email</th>
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</thead>
<tbody>
<tr>
<td>Hans Rehnstedt</td>
<td>212-854-9337</td>
<td><a href="mailto:hgr1@columbia.edu">hgr1@columbia.edu</a></td>
</tr>
</tbody>
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Cross References to Related Policies
Initiating and Managing Capital Projects

Web Address for Policy
To be determined upon establishment of policy library.

Appendix
Sample Construction Contract and Sample Lease