Policy for Construction/Facilities Maintenance of Off-Site Physical Space

Effective Date: June 1, 2015

Policy Statement

The following policy provides guidance to the operations or departments that occupy property locations that are not contained within the Morningside (academic and residential), Medical Center (including residential and E51st Faculty Practice) or Lamont campuses. This covers any related services, which include, but are not limited to, demolition, renovation, construction, service, maintenance or repair of interior or exterior University or third party owned properties/grounds that are either leased or owned.

Reason for Policy

This policy insures that the services and construction activities performed at non-Facilities managed spaces complies with all University, Federal, State and Local governing agencies requirements; provides for the safety of workers, occupants and environment. Columbia University has various security, environmental health & safety, building code, work standards, system, operational and coordination issues to manage to insure the successful functioning of the University.

Primary Guidance to Which this Policy Responds

This policy responds to the requirements of various Federal, State and Local governing agencies relative to construction related activities contemplated at the University.

Responsible University Office & Officer

Responsible University Office: Procurement Services – Purchasing

Responsible University Officer: Vice President for Procurement Services

Who is Governed By This Policy

This policy applies to everyone working at the University, or working on behalf of the University, who plays a role in requesting demolition, renovation, construction, service, maintenance or repair of interior or exterior leased or owned space.
Who Should Know This Policy

All University staff, faculty, researchers and anyone working on behalf of the University who play a role in requesting demolition, renovation, construction, service, maintenance or repair of both interior or exterior spaces that cover all University properties/grounds that are either leased or owned should be familiar with this policy.

Exclusion and Special Situation

In the event the space occupied by the University department is leased space, the landlord of the space may insist on utilizing building approved suppliers to perform the activities indicated in this policy. Should this be the case, please contact the Facilities/Construction Sourcing team in Purchasing at constructionsourcing@columbia.edu for further information.

Policy Text

All requisitions for construction, renovation or alteration to physical space(s) that are not in University owned spaces as indicated above require the review and approval of the University’s Central Purchasing Office and would be accomplished through the issuance of an ARC Purchase Requisition issued from the respective department. In the event the University is able to utilize suppliers of its own choice for the respective property work to be articulated through a Purchase Requisition, please contact the Purchasing Office at constructionsourcing@columbia.edu in order to be provided with a University approved supplier, if applicable.

Detailed specifications, drawings and/or blue prints, certificate of insurance, contract, if appropriate, should accompany the Purchase Requisition. In certain cases approval from the appropriate Facilities office might be required. Departments should consult with the Purchasing Office to determine if such approval is required.

It is important to note that prior to the start or commitment to the performance services by a supplier:

1. The supplier(s), if not already approved, must be vetted by the Central Purchasing Office;
2. A Purchase Order **must** be issued prior to the start or commitment to the performance services

Responsibilities

Inform Purchasing Office of any work planned for any space prior to work being awarded/engaged.
Definitions

Trades – Any supplier who performs facilities related consulting, design, construction or maintenance services for the University, including but not limited to construction, renovation, landscaping, cleaning, repair, refresh, flooring, data, AV, telecommunications, utility, exterior or interior buildings and grounds work. This pertains to work on facilities occupied, leased or owned by the University.

Contacts

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Cross Reference to Related Policies

Construction Procurement
http://policylibrary.columbia.edu/facilitiesconstruction-procurement

Purchasing Requisition and Purchase Order Policy
http://policylibrary.columbia.edu/purchase-requisition-purchase-order-policy