User Alterations

This bulletin is to notify all Mānoa Campus Facilities users that all construction activity at all UHM facilities, as defined by the University’s Administrative Practices A8.265 and Executive Policy E8.202, must be reviewed and approved by the UHM Facilities prior to any work being performed.

For purposes of this bulletin, “construction” shall mean the alteration, repair, painting, or decorating of existing structures or the building of new structures (includes scaffolding and temporary structures). Decorating includes furnishing and installing items such as carpets, draperies, window blinds, light fixtures, audio visual equipment, window and split air conditioning systems, and other fixtures as part of an overall alteration or renovation project to an existing building. Additionally, connecting to any building operating system (plumbing, air conditioning, electrical); and the addition of free standing equipment (including computers) with point loads in excess of 500 lbs (227 kg) and or an aggregate power load of 1kW require prior FMO approval.

In order to ensure compliance with all codes and health and safety regulations, and to ensure the availability of adequate electrical power and or structural capacity users wishing to initiate construction and or equipment installation projects, even if extramurally or departmentally funded, must have their projects reviewed and approved by the UHM Facilities prior to start of any work.

To initiate a construction and or alteration project users are required to submit a fully completed Work Request to the UHM Facilities Work Coordination Center. User initiated Work Requests are served on an “as available” basis and are subject to preemption by normal Repair & Maintenance activity and may be subject to charges for services provided.

For more information please contact the Work Coordination Center at 6-7134 or visit our website.

http://www.manoa.hawaii.edu/facilities