

Policy Number: 1004

Procedure: Building Construction, Renovation, Repair, Remodeling and Maintenance

Building Maintenance

Facilities Services is authorized to perform building maintenance, painting, remodeling or construction work on state-funded facilities. Non-state buildings (Residence Halls, University Center, Athletics, etc.) may contract with Facilities Services, outside contractors or utilize their own maintenance staff (when available) to perform work on their buildings.

Facilities Services performs routine maintenance as funding allows. The following services are generally performed at no-charge: custodial, grounds maintenance, exterior maintenance, infrastructure maintenance, maintenance painting, upkeep of public areas, and recycling.

Specific details can be found by visiting our website at

<http://www.umt.edu/facilities/Maintenance/default.php>

Requests other than routine maintenance must be paid for by the department. Work may be done by Facilities Services' staff or by outside contractors, at the discretion of either Facilities Services management or the requesting department. Facilities Services will be responsible for negotiating and acquiring contracts, and will provide on-site review of the work.

Requests for services and/ or estimates can be placed by contacting the Work Order Desk at 243-6091, emailing fac_workorder@mso.umt.edu, or submitting them via the [Online Work Order System](#). Prior to accessing the system, you must submit an authorization form to Facilities Services.

Building Construction, Renovation, Repair and Remodeling

Facilities Services is responsible for the correct implementation of changes or additions to the campus' physical spaces including Flathead Lake Biological Station, Lubrecht Forest, Residence Halls, Dining Services, Athletics, etc. regardless of funding type.

Prior approval is required for any work, including acquisition and installation of equipment which impacts the structural, mechanical, and electrical or security system of a campus building. This approval is required to ensure that the proposed work is a feasible project which complies with campus standards, city, and state codes, rules, and regulations.

The Office of Planning and Construction provides project consulting, estimating, and designing. Staff also coordinates the bidding and permitting processes, prepares construction agreements, and provides management of projects.

Both in-house and private-sector services are utilized to meet the University's design and construction needs. No individual faculty or staff member, auxiliary unit, department, College, or School shall contract this work themselves.

Projects which are large in scope and not maintenance related require the service of consultants or outside architectural services by State statute. All professional architectural and engineering services will be arranged by Planning and Construction staff including applications for building permits, adherence to appropriate campus construction standards, building codes, policies and authority.

Requests for building construction, renovation, repair and remodeling services can be made by contacting the Office of Planning and Construction at 243-6061.