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MODIFICATION OF PHYSICAL FACILITIES

References—

International Fire Code, 2018

<http://sfmd.az.gov/documents/2016/03/2015-ifc.pdf>

Definitions—

1. “Physical facility” means fixed physical features of a building that cannot be readily moved (i.e. walls, millwork, doors, etc).
2. “Modification” means any action that changes the physical appearance or composition of a facility
3. “Removable items” means items that can be moved without causing damage or modification to physical facilities.
4. “Millwork” means cabinets, chair rails, cupboards, and other pieces of fixed furniture provided by the District.
5. “Fixed technology” means equipment that is purchased by the district and mounted to the facility, usually on the wall or ceiling, so it does not move from its location (i.e. mounted projectors, interactive whiteboards)

Policy—

1. Modifications to the physical facilities of the District (i.e. paint, millwork, flooring, light fixtures, etc) are generally not permitted. Any exceptions to this norm must be approved in advance by the building administrator, building head custodian, and district facilities manager.
 - A. Employees wishing to modify a physical facility will submit a written request to the building administrator. This may be done through email or a hard-copy request.
 - B. The building administrator will consult with the building custodian regarding the proposed change.
 - C. If the building administrator and head custodian agree the change is inappropriate, the building administrator will notify the employee who submitted the request.
 - D. If the building administrator and head custodian agree the change is appropriate, the head custodian will forward the request on to the District Facilities Manager.
 - E. The District Facilities Manager will review the request, including potential costs, and make final approval or rejection of the request.

- F. The District Facilities Manager will communicate his decision to the building administrator, who will notify the building custodian and the employee who submitted the original request.

- 2. Use of removable items for decoration (poster, framed artwork, etc.) is encouraged. Decorations should be placed so they do not damage facilities and comply with fire safety provisions.

- 3. Any furniture items provided by the employee must be approved by the building principal and head custodian.

- 4. Windows, both in walls and doorways, may not be covered except by window coverings that have been approved by the district administration.

- 5. Fixed technology may only be installed and moved by approved district personnel, after approval by the building or district administration. Technology assigned to a specific space should remain in that space unless arrangements are made with the building administrator and assigned computer technician.