I. General Policy

Rice University complies with Federal, State and local laws and regulations for buildings, including City of Houston building and fire codes. In addition, all buildings, facilities and grounds must be consistent in use and purpose with Rice’s status as a 501c(3) organization.

All renovations and additions made to campus buildings, facilities, or grounds shall be with the knowledge and participation of Facilities Engineering and Planning, Environmental Health and Safety, and Risk Management to ensure compliance with all governing entities, Rice University standards, and integrity of building systems.

This policy applies to all faculty, staff, students, tenants, and contractors working on behalf of Rice University.

II. Roles and Responsibilities

Facilities Engineering and Planning (FE&P) is responsible for:

A. Overseeing and coordinating all renovations and additions on university owned property (other than property used for investment purposes). This includes oversight of major capital projects, the annual capital budget process, and small projects, as defined below:

i. Small Projects. For projects under $50 thousand, faculty and staff should submit requests for estimates for renovations and work orders electronically through the FE&P on-line portal: [https://facilities.rice.edu](https://facilities.rice.edu).

ii. Medium Projects. Projects that are at least $50 thousand but less than $1 million are generally approved and incorporated through the annual capital budget, which is approved by the Board of Trustees in the spring term. Out-of-cycle projects shall be approved by the responsible official (e.g. provost or vice provost, school dean, vice president, or athletic director), FE&P, and the Vice President for Finance.

iii. Large Projects. All projects with a total cost that is greater than or equal to $1 million require approval by the Rice Board of Trustees.

B. Coordinating with other offices on campus to ensure that renovations are completed in accordance with applicable codes, university standards, and building operations and within agreed upon timelines and financial parameters.

C. Overseeing and implementing the selection of qualified design consultants and construction services contractors required for projects, ensuring procurement policies are
followed and firms are hired with appropriate university approved contracts and
insurance coverages in place.

III. Definitions

Renovations. Permanent or semi-permanent changes or additions to any building, facility or
grounds, including the following:

i. Modifications to building exterior wall and roof systems, structural systems, wall
partition systems, ceiling systems, doors and hardware (including access control
hardware and card readers), and building infrastructure systems.

ii. Modifications to building systems, including air conditioning (HVAC) systems,
plumbing systems, electrical power distribution, fire protection systems, information
technology systems (including networking), steam distribution and elevators.

iii. Modification or installation of fixed research lab equipment, lab exhaust systems,
secondary chilled water systems, lab gases, lab air and polished water systems (these
systems may impact the building infrastructure and may require permits from the City of
Houston).

iv. Modifications to or removal of the interior finishes such as ceiling tile, floor tile, carpet,
and permanently installed furnishings or fixtures.

NOTE: Modifications to private offices which are limited to paint and furniture are
excluded from this policy. Old flooring may be removed and new flooring installed by
office occupants following receipt of approval from Environmental Health and Safety.

v. Exterior modifications to the campus, including hardscapes (including roads, parking
lots, plazas, and sidewalks), playing fields, site lighting, site furnishings, public art
displays, drainage systems, energy and water infrastructure, and tunnel systems.

vi. Changes to landscaping or additions to the grounds including gardens, fountains, trees,
ground cover, and other plantings.

Design Standards. Projects will incorporate Building Design Standards and Campus Planning
Guidelines found at: https://facilities.rice.edu/building-design-standards

IV. Cross References to Related Policies and Standards

Policy 105: Emergency Management
Policy 313: Laboratory Safety Policy
Policy 331: Research Equipment: Procurement, Management, Transfer, and Disposition
Policy 402: Access and Accommodation for Individuals with Disabilities
Policy 802: Use of University Facilities and Scheduling Campus Events
Policy 805: Environmental Health and Occupational Safety Program
Policy 814: Procurement Policy
V. Responsible Official and Key Offices to Contact Regarding the Policy and its Implementation

Responsible Official: Vice President for Administration

Other Key Offices: Facilities Engineering and Planning
Environmental Health and Safety
Risk Management

VI. Procedures and Forms

See facilities.rice.edu

Signed David W. Leebron
David W. Leebron
President

Policy History
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