



Policy for Alterations, Renovations, and Modifications of Buildings and Space

Office of the Vice President of Administration & Finance
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Policy Updates:

Policy Purpose: This policy establishes processes for alterations, renovations and modifications of Buildings and Space for NMT Facilities, Grounds or Infrastructure.

Policy Statement	3
General Policy	3
Violations	3
Definition	3

POLICY STATEMENT

New Mexico Tech (NMT) recognizes that there will be times when alterations will need to be made to NMT-owned or operated properties and spaces. Accordingly, any changes to spaces must be completed within the standards set by federal, state, and local laws as well as University Policies. The policy also ensures that all changes are made in a fiscally responsible manner and in accordance with NMT's design and architectural standards.

GENERAL POLICY

The intent of this policy is to ensure that changes or alterations to the NMT property are completed within the community standards and comply with all associated laws and regulations. Changes include but are not limited to infrastructure, skilled trades level changes, and aesthetic changes. There is a workflow and approval process located within the procedures document or by using the appropriate Facilities Modification request form. Any material changes will require an administrative review and approval. Routine maintenance conducted by Facilities Management is excluded from this approval process.

Non-authorized employees, students, or volunteers shall not perform the construction, maintenance, repair, and alteration of NMT's facilities, grounds, or infrastructure.

VIOLATIONS

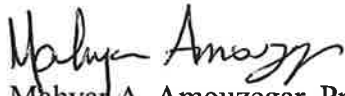
Departments or Divisions that make modifications or repairs to facilities without prior authorization will be responsible for all costs associated with restoring the facility to its original state or bringing it up to legal and New Mexico Tech standards. Additional personnel disciplinary actions may also be applied if warranted. Any fees, fines, or penalties incurred from building code or regulatory violations are likewise the responsibility of the department or division involved.

DEFINITION

Alterations, Renovations, and Modifications are defined as any work that modifies the permanently constructed facility. This includes but is not limited to:

- adding, replacing, or relocating doors, walls or windows
- altering or penetrating corridors or ceiling
- adding onto or dividing existing space
- work on any building utility system including electrical, telecommunication and network lines, plumbing, ventilation, fire alarms, and fire sprinklers. This also includes painting, electrical, and plumbing work performed outside of routine maintenance.

Routine Maintenance includes maintenance work which is required to keep existing facilities, equipment and infrastructure in good working order.



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