

### Campus Administrative Policy

**Policy Title:** Construction and Modifications Code Compliance

**Policy Number:** 3033      **Functional Area:** General Administration

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**Effective:** February 4, 2003

**Date Last Reviewed:** January 7, 2020

**Date Scheduled for Review:** July 1, 2027

**Supersedes:** N/A

**Approved by:** David C. Turnquist  
Associate Vice Chancellor of Facilities Management  
Authority Having Jurisdiction, Fire Prevention & Life Safety  
Duxton Milam  
Campus Fire Marshal

**Prepared by:** Campus Fire Marshal  
**Reviewing Office:** Executive Vice Chancellor for Administration and Finance |  
CFO, University of Colorado Anschutz Medical Campus  
Senior Vice Chancellor for Administration and Finance |  
CFO, University of Colorado Anschutz Medical Campus

**Responsible Officer:** Campus Fire Marshal

**Applies to:** University of Colorado Anschutz Medical Campus  
University of Colorado Denver

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#### A. POLICY STATEMENT

In an effort to ensure that all construction and modifications to the campus are code compliant, the Facilities Management Department has established a procedure to review projects and construction including maintenance and repairs performed by Facilities Management staff that may have code and/or fire and life safety implications. We are trying to reduce occurrences of non-code compliant work by Facilities Management staff to identify projects and or jobs which, from their experience, may have issues that compromise code compliance or may create safety risks.

The purpose is to provide procedures to ensure that construction and modifications performed by Facilities Management staff is code compliant and to specify the types of projects that require review and consultation by the campus building division and/or the

Campus Fire Marshal.

**B. PROCEDURE**

1. When work orders (WOs) are received, the foreman will evaluate the request. If the foreman believes that there are components of the project or job that may result in violation of codes or University policies (or if there is uncertainty), the work order will be passed on to the Campus Building Division, and/or the Campus Fire Marshal for review.
2. If the project or job conforms to standards, the work order will be passed back to the foreman for completion. In many cases, an answer can be provided immediately. If the request appears to violate codes/policies, the Campus Building Division will contact the Facilities Management manager within two (2) business days to discuss what steps need to be taken to ensure compliance. In some cases, the Campus Building Division may also be asked to contact and discuss the situation with the person requesting the project or job.
3. Projects, which may require review and consultation, include, but are not limited to:
  - a. Construction work without a building permit\*(permit exempt) signed by the University Code Official
  - b. Construction that is 'structural' in nature
  - c. Demolition of existing systems
  - d. Cutting holes in fire doors and/or firewalls
  - e. Removing doors from laboratories or offices
  - f. Installing chains in the hallways (generally an indication that gas cylinders are coming)
  - g. Any major changes to electrical, plumbing, or mechanical (HVAC) systems
  - h. Any work that results in a system that is in violation of code
  - i. Changes to existing fire alarm systems
  - j. Changes that impact egress from a space (including egress corridors)
  - k. Work involving the fire sprinkler systems (or other specialized fire suppression systems)
  - l. Work which may impact life safety systems
  - m. Any questionable construction or modification projects
  - n. Work in which there is a safety issue that is either uncontrolled, or requires safety advice

\*NOTE: Repair and refurbishing of systems does not fall under these requirements, unless there is reason to believe that the work will leave the system in violation of codes. (Such non-review repairs include replacement of motors, coils, minor electrical components, patching, painting, etc.) Also note that certain work may require a final inspection prior to "closing up" the location.
4. All staff should be cognizant of projects or jobs that may include one or more of the items listed above. If you have questions, pass work orders to a manager for preliminary evaluation. If you would prefer, you may also go directly to the Building Official or the Campus Fire Marshal. Such projects or jobs may also

include research personnel modifying systems themselves and outside contractors working without posted building permits.

## Notes

1. Dates of official enactment and amendments:  
February 4, 2003: Adopted by Associate Vice Chancellor for Facilities Management  
May 22, 2019: Modified.  
January 7, 2020: Reviewed.
2. History:  
May 22, 2019: Modified to reflect a Campus-wide effort to recast and revitalize Campus policy sites into a standardized and more coherent set of chaptered policy statement organized around the several operational divisions of the university. Article links, University branding, and formatting updated by the Provost's office.  
January 7, 2020: Reviewed to reflect new code editions and minor verbiage changes. Policy was also transferred under Authority Having Jurisdiction for Fire Prevention and Life Safety/
3. Initial Policy Effective Date: February 4, 2003
4. Cross References/Appendix:
  - International Building Code, 2018 ed.
  - International Fire Code, 2018 ed.
  - National Fire Protection Association Life Safety Code, 2018 ed.
  - [Campus Administrative Policy 3003, Authority Having Jurisdiction for Fire Prevention and Life Safety](#)