



**Campus Administrative Policy**

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

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

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Effective: February 4, 2003  
Date Last Amended/Reviewed: February 4, 2003  
Date Scheduled for Review: July 1, 2010  
Supersedes: N/A

Approved by: David C. Turnquist  
Assistant Vice Chancellor of Facilities Operations

Prepared by: Fire and Life Safety Officer  
Reviewing Office: Campus Building Official  
Responsible Officer: Fire and Life Safety Officer

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 Operations Department is establishing a procedure to review projects and construction including maintenance and repairs performed by Facilities Operations 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 Operations 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 Operations staff is code compliant and to specify the types of projects that require review and consultation by the campus building division and/or the Fire and Life Safety Officer.

**B. PROCEDURE**

1. When job requests (JRs) or Quick Calls are received the foreman will evaluate the request and 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 job request quick call will be passed on to the Campus Building Division, and/or the Fire and Life Safety Officer for review.

2. If the project or job conforms to standards, the JR or quick call 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 Operations 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\* 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 job requests or quick calls to a manager for preliminary evaluation. If you would prefer, you may also go directly to the Building Official or the Fire & Life Safety Officer. 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 Assistant Vice Chancellor for Facilities Operations  
May 22, 2019: Modified

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.
3. Initial Policy Effective Date: February 4, 2003
4. Cross References/Appendix:
  - Uniform Building Code, 1997 ed.
  - Uniform Fire Code, 2000 ed.
  - National Fire Protection Association Life Safety Code, 2000 ed.