I. **INTRODUCTION** (Purpose and Intent)

This policy has been established to ensure that facilities are not altered and that the addition of equipment requiring electrical and/or mechanical work is properly installed.

II. **STATEMENT OF POLICY**

A. No fixed equipment shall be attached in any manner to a building without an approved space impact request.

B. Any movable equipment (i.e. equipment not fixed to walls or floors) will be constructed by an outside vendor on the recommendation of Facilities Management.

C. Specialized departmental movable equipment used for teaching and/or research may be constructed in college or departmental shops provided such construction has been approved in advance by Purchasing and Property Services. Such equipment must be properly decaled in order to meet physical property audits.

*Current Responsible Office: Administrative Services*

*Refer to the appropriate Responsible Office website for a current name of the Vice President or other Responsible Officer.*

Consolidation Amendments Effective: 7-1-20.