

# Polk State College Procedure

Subject	Reference	Date	Number
<b>Renovation &amp; Remodeling Procedure</b>		<b>8/4/10</b>	<b>7011</b>

**I. Purpose:**

Establish a process for requesting building renovation or remodeling.

**II. Concept:**

The request for renovation/remodeling document will ensure that appropriate approval and funding has been obtained to complete the request.

**III. Definitions:**

**A. Strategic Initiative:**

A strategic initiative is a plan for satisfying or accomplishing a goal. The strategic initiatives are reviewed each year.

**B. Goal:**

A goal is a purpose or objective towards which a strategic initiative is directed. A PSC committee has set the goals.

**C. Proposed Funding Source:**

A funding source is a sum of moneys or resources grouped for the purpose of carrying on specific activities in accordance with special regulations, restrictions, and limitations placed on them that constitute an independent fiscal and accounting entity. In the Florida college system, the following mandatory funds are established for this purpose:

Fund 1. General Current Fund – normal, major operating fund of the college with minimum restrictions by law and budget.

Fund 2. Restricted Current Fund - current operating resources, but restricted by donor, e.g. vocational education grants.

Fund 3. Auxiliary Fund – used to account for resources for auxiliary activities, e.g. bookstore and food service.

Fund 6. Agency Fund – account for resources held for others, e.g. student clubs.

Fund 7. Unexpended Plant Fund – account for resources available to acquire, contract, modify physical property for institutional support, e.g. Safety-to Life projects.

Other. Foundation funds – dependent on available funds and Board approval.

**IV. Types of renovation/remodeling:**

- A. Small projects, e.g. wiring a classroom, building partition walls
- B. Large projects, e.g. demolition of and addition to existing buildings.



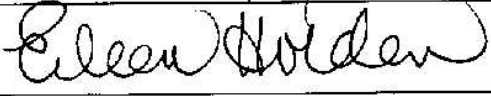
**V. Procedure:**

- A. The requestor shall initiate a request for renovation/remodeling form and forward to their respective supervisor and appropriate Campus Provost for approval. This process shall be followed for each required signature on the form.
- B. The Director of Facilities-District will establish an estimated cost, and schedule for the request.
- C. The Director of Facilities-District will notify the requestor of the status of the request.
- D. A copy of the original request signed at the bottom of the form by the requestor will signify completion/abandonment of the project.

Attachments (1)

**History:** Adopted: January 13, 2004  
Revised: August 4, 2010

**Distribution:** All Holders of PSC Procedure Manual  
All Faculty

	8/4/10		8/4/10
Executive Responsible for Procedure	Date	President's Staff Member's Approval	Date
			8/4/10
President's Approval			Date