

Process & Procedures Manual
Section: 5.1

Effective Date: 2021

Subject: Facility Modification within Bayou Oaks Townhomes

SHRL Policy:

Student Housing & Residential Life will allow tenants of Bayou Oaks Townhouses to request modifications to be performed on individual units. All modifications will be overseen by University of Houston Facilities Services department. Townhouse Corporations will be responsible for all costs associated with the modification. Costs will include quote fees, administrative fees and associated modification costs. No modifications may be initiated outside of this policy (no exceptions).

Types of Allowable Modifications Include but are not limited to:

Painting

- Painting of Interior Walls
 - Accent walls
 - See Major Modifications for additional painting
- Décor
- Hanging of pictures and composites
- Installation of shelving units
- Other wall mounted decorations

Electrical

- Installation or relocation of additional outlets
- Installation of new lighting fixtures

Security

- Installation of locks on Non-Entry doors

Major Modifications (These items will be competitively bid or performed by University of Houston Facilities Services)

- Please see below for additional policies on major modifications.

Process for Requesting Modification

1. Townhouse Corporation Advisor will submit a Townhouse Modification Request Form.
 - a. The form must be submitted directly to the following individuals:
 - i. Program Manager for SHRL Facilities
 - ii. Assistant Director for Residence Life, Bayou Oaks
 - iii. Director for the Center for Fraternity and Sorority Life
 - b. The form must be completed in detail and signed by the current Townhouse Corporation Advisor.
2. SHRL will review and respond to request within 5 business days of submission.
3. The Townhouse Corporation Advisor will be notified by SHRL on the status of the modification request.
 - a. Regardless of approval or denial the Townhouse Modification Approval Form will be returned to the Townhouse Corporation.
 - b. If approved, SHRL will proceed in the following manner
 - i. A quote will be requested for all work to be completed by University of Houston Facilities or outside contractors. Please allow up to 15 days for quotes to be processed.

- ii. The Townhouse Corporation will receive a Townhouse Modification Approval Form containing the estimated cost and timeline of the requested modification and invoice for the quote (\$50.00, major modifications).
 - iii. The Townhouse Corporation will review and return the signed Townhouse Modification Approval Form and, if agreeable, approve work to be scheduled.
 - iv. The Townhouse Corporation will receive an invoice for 50% of estimated costs (major modifications). Once payment is received, the requested work will be scheduled and performed.
 - v. Upon completion of work, the Townhouse Corporation will receive a final invoice for the remaining balance of the cost of modification.
 - Final cost includes: UH Facilities current billable labor rate, materials (if not purchased by Townhouse Corporation) and built-in 5% admin fee paid by SHRL to Facilities Services.
 - SHRL does not profit off Modifications requests. Only costs billed to the department are charged to Townhouse Corporation.
- c. If denied, SHRL will notify the Townhouse Corporation after review.

Major Modifications Policy

"Major" modifications are defined as any process that modifies the existing building. Types of major modifications include but are not limited to:

- Painting of one or more entire rooms
- Flooring
- Countertops
- Cabinetry
- Plumbing Fixtures & Sinks
- Recessed Lighting

Major modification requests will be submitted and approved using the same process and form as described above.

The Townhouse Corporation is permitted to hire consultation services such as decorators to assist with the process. As per policy, University of Houston Facilities Services will oversee the actual modification.

If the requested work cannot be completed by University staff alone, the process will be competitively bid.

Townhouse Corporation may not hire their own contracting services.

Quotes will be furnished to the Townhouse Corporation as per policy for approval to proceed. **All proposed modifications must meet UH guidelines and standards, as well as any applicable building codes. If in the event SHRL approves a modification which cannot be completed due to code violations, the Townhouse Corporation will be notified and presented with further options.**

Timeline: SHRL supports beautiful houses and your desire to personalize them. University Facilities Services works to support the entire campus, and as such, major modifications may take several weeks to complete. Your patience is appreciated!