



March 23, 2010

To: Vice Presidents, Deans, Director, and Chairs

From: Eugene S. Sunshine
Senior Vice President
for Business and Finance

A handwritten signature in black ink that reads "Eugene Sunshine".

Subject: Policy on Changes to University Facilities

To assure the achievement of high standards of safety, quality, accountability and maintainability in the University's physical facilities, as well as to limit legal liability for all units, I seek your cooperation in adhering to the following long-standing University policy.

Northwestern University's policy is that **all** construction, renovation, remodeling and maintenance of University physical facilities (including the hiring of architects, engineers and contractors) is the responsibility of the Office for Facilities Management. No other department or individual is authorized to contract for or perform these functions.

If a department has a need to make any physical changes or additions to University buildings or grounds, its requirements must be submitted to Facilities Management by calling the Facilities Management Customer Service Center at 1-5201 or 3-8000. Complex project requests should be submitted in writing to Facilities Management, 2020 Ridge Avenue, Evanston Campus. A review of the department's requirements will be made based on the feasibility of the request, impact on University facilities, utilities and operations, and funding considerations. If approval to make changes is granted, all work must be performed by or under the direction of Facilities Management.

If you have any questions about this policy, please call Ron Nayler, Associate Vice President for Facilities Management, at 7-5810.

Thank you for your cooperation.