



**ADMINISTRATIVE  
POLICIES AND PROCEDURES MANUAL**

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**REVISION  
1**

**PAGE  
G1-170.0**

**SUBJECT  
GENERAL**

**SUB-TOPIC**

**BUILDING CONFIGURATION CONTROL**

The Physical Plant has been given responsibility by the President to monitor and control internal and external configurations of all University buildings, facilities, utilities, and attached furnishings (i.e., blackboards, bulletin boards, door signs, etc.).

Therefore, approval through the Physical Plant must be obtained prior to altering any buildings, facilities, utilities, or installing or removing attached furnishings. A properly completed Work Request form (see Exhibit G2) should be submitted to the Physical Plant for any such configuration changes using the procedure outlined under "Request for Services," this section.