



## CALIFORNIA STATE UNIVERSITY, STANISLAUS

FACILITIES SERVICES

### MEMORANDUM

**DATE:** June 16, 2009  
**TO:** Campus Community  
**FROM:** Robert Gallegos  
Deputy Building Official

**SUBJECT: Building Improvements, Modifications and Changes**

Improvements, modifications or changes to any part of Campus buildings can only be made through Facilities Services. Over the years Facilities has discovered areas on campus where departments were found to have performed modifications to campus facilities without notifying or obtaining approval through Facilities Services. In one case the modifications performed by department staff exposed hazardous material in the facility. This action required hiring a hazardous material abatement contractor to correct the situation, at the department's expense.

Physical changes or modifications to State Facilities (i.e. painting, carpet replacement, change of door locks, attaching equipment and fixtures, installing or changing lighting fixtures etc.) can only be made by Facilities Services. This type of work is governed by bargaining unit contracts and therefore must be performed by Facilities staff in conformance to building code requirements and campus standards.

The California State University is responsible for the enforcement of building codes as approved by the California Building Standards Commission. As the Deputy Building Official, I act on behalf of the CSU Trustees, and under the authority of President Shrivani.

Under The California Building Code (CBC Section 106) *no building or structure shall be erected, constructed, enlarged, repaired, improved, moved, converted or demolished without a building permit (written validation) except those projects exempted by CBC, Section 106.2; e.g., fences not over 6 feet, cases, counters and movable partitions not over 5'-9" high, painting, on grade, and platforms.* Projects exempted by CBC, Section 106.2 can only be approved by the Deputy Building Official. The Deputy Building Official is responsible for issuing a written validation certificate for each project.

To ensure a safe teaching, learning and working environment it is important to first contact Facilities Services for all your planning, design, construction, inspection and maintenance needs.

If you have any questions or require further information, please contact me or Melody Maffei, Director of Design, Construction and Maintenance, at Extension 3623.