

In an effort to assure that we are providing a safe and productive teaching and working environment at Florida International University, we wish to communicate the procedures for modifying any space within the university.

The attached process map shows the procedure to follow if any modifications to space are required.

Space modifications will be categorized by a team of experts from the Environmental Health & Safety and Facilities departments considering the following priorities:

1. Safety to life issues – compliance with mandatory fire code requirements
2. Maintenance of critical building components
3. Maintenance of water proof integrity of building envelope
4. Refurbishment of building components required to maintain appearance and a desirable teaching and working environment (Accreditation)
5. Enhancements/Cosmetic

Once the project is categorized, the process will be implemented and a schedule established. This will be revised and approved by the university Space Committee which consists of representatives from Academic Affairs, student Affairs, Research, Finance, and Facilities. All decisions will be communicated to each unit Vice President via the Space Committee.

We are committed to providing a safe environment and to addressing any urgent issues in an expeditious manner. It is imperative that we all work within the process and that we allow the experts to make their determination and perform their duties.

It is also essential that under no circumstances may a staff member circumvent the process by attempting to modify space without the cooperation of the Facilities department. Any modifications done to university space without the involvement of Facilities will be in violation of university policy.

We hope that this clarifies the space modification process at FIU. Please feel free to contact Paulo Costa, at 305-348-4009 or costap@fiu.edu if you have any questions.