



Procedure Number: CS 210

Procedure Title: Substantial Change to Northeast Lakeview College Facilities, Property or Equipment

Relevant Board Policy:

Relevant SACSCOC Principle:

Originating Unit: College Services

Maintenance Unit: College Services

Contact for Interpretation: Vice President of College Services

I. Purpose/Definition(s):

Substantial Change: Any substantial additions, alterations or improvements to, or renovation of Northeast Lakeview College Facilities, Property or Equipment

II. Procedure statement:

Any substantial changes to Northeast Lakeview College or its facilities, property, or equipment must have the expressed written permission of the Vice President of College Services or President of the College.

- A. Any unauthorized changes to include but not limited to paint, wall décor, light fixtures, decorations, or construction may be reverted to its approved configuration without notice.
 1. Any costs due to changes are the responsibility of the employee and/or their department.
 2. Employees caught violating this procedure are subject to disciplinary and legal procedures as deemed necessary

- B. The Facilities Department and Alamo Colleges District approved vendors are the only authorized group to make changes and repairs to Northeast Lakeview College or its facilities, property, or equipment without the expressed written of the Vice President of College Services or President of the College.

1. Cost associated with any changes that require Facilities or an Alamo Colleges District approved vendor to complete are the responsibility of the employee, department, or division requesting the change
 - a. If costs are required, a quote will be obtained by College Services and sent to the employee, department, or division requesting the change for approval.
 - b. Any necessary requisitions are the responsibility of the employee, department, or division requesting the change.
- C. The President of the College has the authority to make changes to any space on campus to include private offices. All attempts to minimize disruptions, during and as a result of these changes, will be made.

Attachment:

Originator: Javier Luis Leal

Date Approved:

Last Updated: 3/23/2023

Approved: _____

Title: VP, College Services