

# Procedure: Alterations in or about University buildings

## Purpose

To ensure that appropriate approvals are sought in relation to any proposal to alter the interior or exterior of buildings, the natural environment or surrounding infrastructure of the Australian National University.

## Procedure

### Introduction

1. This procedure ensures that the risks associated with proposed alterations to the interior or exterior of buildings, the natural environment or surrounding infrastructure of the Australian National University are identified, assessed and appropriately managed.
2. Facilities and Services Division manages the approvals process for alterations ensuring compliance with Legislative and statutory requirements, codes of practice, standards and relevant University policies. Where necessary, some proposed alteration works will require the approval and/or certification of external third parties, such as the National Capital Authority or the Australian Capital Territory Government Environment and Planning Directorate.

### Method of operation

3. Any operation involving an alteration to the fabric of a building, buildings, the natural environment or surrounding infrastructure must have the prior written approval of the Director, Facilities and Services Division (or delegate). Refer to the proposed Category A, B or C actions in the tables below.
4. All proposed works must be notified to the Director, Facilities and Services Division at the earliest possible stage in the planning process. The following considerations apply:
  - a. The Director, Facilities and Services Division has the authority to require

changes to the proposal where there is some conflict with statutory requirements or University policy. Advice will also be offered where a plan is thought not to be cost effective, and where more economical alternatives are possible. A check list of Category A, B or C actions has been prepared to assist responsible officers to take appropriate steps in relation to any proposal for internal or external change to a University building, the natural environment or surrounding infrastructure.

- b. All proposals for alteration works must be notified to Facilities and Services via a MAXIMO Service Request at the earliest possible stage in the planning process to gain appropriate approval. Depending on the details of the service request relevant staff of Facilities and Services and the wider team of ANU Subject Matter Managers will become involved to advise and assist with technical input.
- c. On receipt and assessment of the service request, a project may need to be established requiring a more detailed review and submission of the proposal via a Project Initiation Request.

## Approval checklist for alterations in or about buildings

### *CATEGORY A*

Approval is required from the Director Facilities and Services or delegate for a proposed Category A action described below.

Proposed action	Approval authority	Comments
<b>Alterations/additions</b> to heating, ventilation, air-conditioning, exhaust or control systems in buildings	Associate Director Maintenance	All work in accordance with the CBRM.
<b>Car parking</b> – Alterations or additions to.	Associate Director Corporate and Client Services	All work in accordance with the CBRM. Signs to comply with University policy and guidelines.
<b>Building fabric</b> – Any	Associate	May require significant

alterations or additions, internally or externally	Director Projects	briefing and development of a Project Initiation Request. All work in accordance with the CBRM. May require approval of Local Planning and Building Authorities.
<b>Electrical services</b> – Any alteration or addition, including lighting	Associate Director Maintenance	All work in accordance with the CBRM. May require inspection and clearances from ACTEWAGL. Live work should be avoided wherever possible and all outages need to be planned. Outages can be initiated by raising a service request.
<b>Fire systems</b> – Any alteration or addition including sprinklers, first aid extinguishers, etc.	Associate Director Maintenance	May require significant briefing and development of a Project Initiation Request. All work in accordance with the CBRM.
<b>Fume cupboard</b> or hood – installation of	Associate Director Projects	May require significant briefing and development of a Project Initiation Request. All work in accordance with the CBRM.
<b>Heavy loadings</b> – Placing on existing floors, e.g. large safes, heavy equipment items, etc. loadings internal and external wall, roof/ceilings, etc.	Associate Director Projects	May require significant briefing and development of a Project Initiation Request. All work in accordance with the CBRM.

<p><b>Installation or application –</b> Of any device, structure or treatment which alters the external appearance of a building or the site including external signs, painting or landscape work</p>	<p>Associate Director Projects</p>	<p>May require significant briefing and development of a Project Initiation Request.  All work in accordance with the CBRM.</p>
<p><b>Installation of hoists and Cranes –</b> Generally used for lifting materials in workshops, etc.</p>	<p>Associate Director Projects</p>	<p>May require significant briefing and development of a Project Initiation Request.  All work in accordance with the CBRM.</p>
<p><b>Installation of lifts –</b> Passenger and goods</p>	<p>Associate Director Projects</p>	<p>May require significant briefing and development of a Project Initiation Request.  All work in accordance with the CBRM.  Will require approval of Local Building and Safety Authorities.  Copy of annual contract inspection reports to Facilities and Services.</p>
<p><b>Landscaping –</b> Alterations or additions to</p>	<p>Associate Director Operations</p>	<p>May require significant briefing and development of a Project Initiation Request.</p>
<p><b>Plumbing and drainage –</b> Alterations or extensions to existing water or waste systems. Connection of equipment to such systems.</p>	<p>Associate Director Maintenance</p>	<p>May require significant briefing and development of a Project Initiation Request.  All work in accordance with the CBRM.</p>

<p><b>Security systems</b> – Level 1 &amp; 2 Access Control, installation or alteration and addition</p>	<p>Associate Director Operations</p>	<p>All work in accordance with the CBRM.  Will require approval and co-ordination of project with Security Systems Protocols and standards and with Subject Matter Managers.</p>
<p><b>Signs</b> – Alternations or additions to</p>	<p>Associate Director Projects</p>	<p>All work in accordance with the CBRM.</p>
<p><b>Natural gas</b> – Installation, alterations/additions to</p>	<p>Associate Director Maintenance</p>	<p>All work in accordance with the CBRM.  Estimated gas consumption and gas pressure required.</p>
<p><b>Working with/removal of hazardous materials</b> – Any operation that involves or exposes materials known or suspected of containing hazardous materials e.g. asbestos or lead based paint</p>	<p>Associate Director Maintenance</p>	<p>All work in accordance with the CBRM.  Involvement of Work Health and Safety Officer and external authorities may be required.</p>

## Approval checklist for alterations in or about buildings

### *Category B*

Approval is required from the Director Facilities and Services or delegate for a proposed Category B action described below.

Proposed action	Approval authority	Other requirements
<b>Communications cabling – external (optical fibre and copper)</b> – Alterations or additions to underground or overhead cable plant, external to buildings	Associate Director Projects with input from Information and Technology Services	Permission to excavate is required from Facilities and Services.
<b>Communications cabling – internal</b> – Alterations or additions to structured cabling and tie cabling systems, within buildings not interfering with the base building	Associate Director Projects with input from Information and Technology Services	Notification to Facilities and Services required. Joint final inspection by Facilities and Services and Information Technology Services.
<b>Telephone system</b> – Alterations or additions to internal building MDFs and IDF's	Associate Director Projects with input from Information and Technology Services	Notification to Facilities and Services required. Joint final inspection by Facilities and Services and Information Technology Services.
<b>Antenna systems &amp; communications poles and towers</b> – Alterations or additions to microwave radio dishes, satellite dishes or	Associate Director Projects with input from Information and Technology	May require significant briefing and development of a Project Initiation Request.

antenna systems and their supporting structures.	Services	
<b>Dangerous goods</b> – Creation of storage facilities, e.g. Flammable Liquids Store	Associate Director Projects	May require significant briefing and development of a Project Initiation Request.  All work in accordance with the CBRM.  Involvement of WHS Officer and external authorities may be required.
<b>Gas systems</b> – Installation, alteration/addition to, cylinder storage facilities	Associate Director Projects	Pressure vessels require third party registration.
<b>Pressure vessels</b> – Installation or alteration of compressed air or gas (other than gas cylinders) systems, steam generators or boilers	Associate Director Projects	Pressure vessels require third party registration.
<b>PCBs</b> – Any operation that involves materials known or suspected of containing PCB (insulating oils in transformers or capacitors or switchgear)	Notification to Work Environment Group, local business unit Work Health and Safety Officer and Associate Director Corporate and Client Services	ANU Work Environment Group to verify presence of PCB's.

## Approval checklist for alterations in or about buildings

### *Category C*

For proposed actions listed below, a Facilities and Services Advisory Service is available through the nominated contact.

Proposed action	Contact	Other requirements
<b>Fixed furniture</b> – Alterations to positioning, placement of equipment items, bookshelves, etc.	Associate Director Projects or Associate Director Maintenance	All work in accordance with the CBRM. ANU has preferred suppliers in place. Exemptions may be sought for non-standard office items via UPCO. Casual and teaching specific furniture has been approved as outside the current OfficeMax contract. May involve ANU Fire Officer and WHS Officer.
<b>Floor coverings</b> – Installation or replacement including surface treatment	Associate Director Projects or Associate Director Maintenance	All work in accordance with the CBRM. Suitability, design and safety aspects to be considered.
<b>Painting or decoration</b> – Of internal spaces	Associate Director Projects or Associate Director Maintenance	All work in accordance with the CBRM. Product selection and application to be considered.



## Document information

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