

**UNIVERSITY OF HOUSTON SYSTEM
ADMINISTRATIVE MEMORANDUM**

SECTION: General Administration

NUMBER: 01.B.03

AREA: Facilities and Physical Plant

SUBJECT: Temporary Buildings

1. PURPOSE

This document sets out approval guidelines to ensure that temporary buildings or structures are aesthetically acceptable and appropriate to the campus.

2. POLICY

- 2.1. A temporary building or structure is one which, as evidenced by its type of construction, has been erected or placed at a site for a specific function and a specific period of time supporting an event or activity with a known termination date, after which it is agreed that the building shall be removed. No temporary building or structure shall be erected at any component university without prior approval of the appropriate component university official.
- 2.2. Any such structure which shall remain in place for two weeks or less, shall be approved on a case-by-case basis by the Senior Vice Chancellor for Administration and Finance or the component university's chief financial officer or another person designated by the component university president. The component university's facilities director should be consulted relative to utilities and location of existing utilities which might be compromised by a temporary structure.
- 2.3. Any such structure that shall remain in place for more than two weeks shall be approved by the component university president.
- 2.4. All temporary structures shall be erected in accordance with all applicable local, state and federal laws.
- 2.5. The approvals referred to in Section 2.2 and 2.3 shall be in writing and shall include:
 - a. The name of the requesting person and organization;
 - b. The proposed location;
 - c. The proposed use;

- d. The proposed time limit;
- e. A statement that the requesting person or organization will maintain the structure in a good, safe condition while in use and funding identified for the care and maintenance of any temporary structures will be deposited with the component university facilities department or equivalent department; and,
- f. A statement that the person or organization will remove the temporary structure at the end of the agreed upon time and restore to the original condition any grounds, pavings, etc. damaged by the erection of the structure. Prior to the installation of a temporary structure or building at a component university, appropriate project funding will be deposited by the requesting department with the component university facilities department or equivalent to be used for the removal of the structure at the end of the temporary installation term.

2.5. EXCEPTIONS

This document does not apply to the temporary buildings and structures required during the course of construction or renovation of permanent buildings.

3. REVIEW AND RESPONSIBILITIES

Responsible Party: Associate Vice Chancellor for Facilities/Construction Management

Review: Every three years on or before December 1

4. APPROVAL

Approved: Jim McShan
Senior Vice Chancellor for Administration and Finance

Renu Khator
Chancellor

Date: May 27, 2016

REVISION LOG

Revision Number	Approval Date	Description of Changes
1	06/17/1992	Initial issue
2	01/30/2002	Applied revised SAM template to meet current documentation standards. Updated Section 1 and Section 2.5 from Board Policy 05.03 to 45.04. Changed Associate Vice Chancellor for Facilities Planning and Construction to Vice Chancellor for Administration and Finance in Section 2.2. Updated Section 2.3 to reference component university President for approval of temporary structures in place for more than one week. Changed responsible party from Vice Chancellor for Administration and Finance to Associate Vice Chancellor for Plant Operations. Changed review period from even numbered years on or before March 1 st to every three years on or before March 1 st . Added Vice Chancellor for Administration and Finance to approval process.
3	05/27/2010	Applied revised SAM template to meet current documentation standards. Removed Board Policy as guidelines from Section 1 and Section 2.5. Changed Vice Chancellor for Administration and Finance to Executive Vice Chancellor for Administration and Finance throughout text. Changed review period from every three years on or before March 1 st to every three years on or before December 1 st . Removed Section 5, Indexing Terms
4	05/27/2016	Applied revised SAM template and added new Revision Log. Added Section 2.4 with requirement of all temporary structures must be in accordance with all local, state and federal laws. Revised Section 2.5.e to add deposit of funding identified for care and maintenance of the temporary structure. Revised Section 2.5.f to add requirement for appropriate project funding before installation of the temporary structure, which will also be used for removal of the structure at the end of the installation term. Revised responsible party from Associate Vice Chancellor for Plant Operations to Associate Vice Chancellor for Facilities/Construction Management