

Process & Procedures Manual
Section: 5.1

Effective Date: Fall 2014

Subject: Facility Modification within Bayou Oaks Townhomes

SHRL Policy:

Student Housing & Residential Life will allow tenants of Bayou Oaks Townhouses to request modifications to be performed on individual units. All modifications will be overseen by University of Houston Plant Operations department. Townhouse Corporations will be responsible for all costs associated with the modification. Costs will include quote fees, administrative fees and associated modification costs. **No modifications may be initiated outside of this policy.**

Types of Allowable Modifications Include

Painting

- Painting of Interior Walls

Décor

- Hanging of pictures and composites
- Installation of shelving units
- Other wall mounted decorations

Electrical

- Installation or relocation of additional outlets
- Installation of new lighting fixtures

Security

- Installation of locks on Non-Entry doors

Modifications (These items will be competitively bid by University of Houston Plant Operations)

- Flooring
- Countertops
- Cabinetry
- Plumbing Fixtures & Sinks

Process for Requesting Modification

1. Townhouse will submit a Townhouse Modification Request Form.
 - a. The form can be submitted via housing@uh.edu or faxed to 713-743-5999.
 - b. The form must be completed in detail and signed by the current Townhouse Corporation President.
2. SHRL will review and respond to request within 5 business days of submission.
3. The Townhouse Corporation President will be notified by SHRL on the status of the modification request.
 - a. Regardless of approval or denial the Townhouse Modification Approval Form will be returned to the Townhouse Corporation.
 - b. If approved, SHRL will proceed in the following manner
 - i. A quote will be requested for all work to be completed by University of Houston Facilities or outside contractors. Please allow up to 15 days for quotes to be processed.

- ii. The Townhouse Corporation will receive a Townhouse Modification Approval Form containing the estimated cost and timeline of the requested modification and invoice for the quote.
 - iii. The Townhouse Corporation will review and return the signed Townhouse Modification Approval Form and, if agreeable, approve work to be scheduled.
 - iv. The Townhouse Corporation will receive an invoice for 50% of estimated costs. Once payment is received, the requested work will be scheduled and performed.
 - v. Upon completion of work, the Townhouse Corporation will receive a final invoice for the remaining balance of the cost of modification.
- c. If denied, SHRL will notify the Townhouse Corporation

Related Forms: Townhouse Modification Request Form, Townhouse Modification Approval Form