





Administrative Policy


Title: Building Alterations				
Administered By: Management Services (City Manager)				
New Policy No.	Issue Date (Last Revised)	Renumber Date	Department Head Approved	City Manager Approved
07400.007	07-10-91 (N/A)	01-03-17		

This Policy had been numbered Policy 400.01. Effective on the Renumber Date noted above, this Policy is hereby renumbered as the Policy Number noted above.

The latest version of the Policy is attached hereto and incorporated herein by reference.

Attachment: Policy 400.01
Issued: 07-10-91
Revised: N/A

ADMINISTRATIVE POLICY

<i>SUBJECT:</i>		<i>Page 1 of 1</i>		
BUILDING ALTERATIONS				
<i>Section No.</i>	<i>Policy No.</i>	<i>Issue Date</i>	<i>Revision Date</i>	<i>City Manager Approval</i>
400	.01	July 10, 1991		

POLICY:

Departments are not to make any alterations to City buildings without specific approval from the City Manager.

PROCEDURE:

Departments who desire modification of their work environment should direct a memorandum to the City Manager outlining the need to do the work and the estimated cost.

Whenever possible, requests to alter building structures should be made part of the annual budget process.

It is important that departments consider all issues related to their proposed building alterations, including coordination with other involved departments, prior to submitting their requests. (For example, telephone service modification needs to be coordinated with the Fire Department).

CITY OF CORONA