



## Policy Directory

Responsible Division: Finance and Administrative Services  
Responsible Office: Facilities Management  
Issue/Revision Date: 12/01/2017

## **Approval to Alter University Buildings**

---

---

### Policy:

Summary/Purpose: Written approval Facilities Management must be obtained before any University building may be altered.

Anyone wishing to alter, add to, or modify a University building(s) on any campus or location of Alcorn State University must receive written approval from the Facilities Management Unit before any project related activity may begin. All review and approval procedures set forth in the Department of Facilities Planning Instructions to Design Professionals manual must be followed. This includes all buildings on University campuses, or maintained by the University or any of its affiliates including, but not limited to, Academic Buildings, Auxiliary Buildings, Athletic Buildings, Service Buildings, Student Housing Buildings, etc.