

PSU REAL PROPERTY MANAGEMENT GUIDELINES

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Acronyms

CAPS	Contracts and Procurement Services (a department within the Controller's Office, a division within FADM)
CPO	Campus Planning Office*
CPC	Capital Projects and Construction*
EHS	Environmental Health and Safety (a department within the Risk Management, a division within FADM)
FADM	Finance and Administration
FPM	Facilities and Property Management*
PCRE	Planning, Construction and Real Estate (a division within FADM)
PSU	Portland State University

**Departments within Planning, Construction and Real Estate*

Naming and Dedicating Buildings, Spaces, Grounds and Furniture

1. Only the University President has the authority to approve the naming and dedication of buildings, spaces, grounds and furniture, or the removal of names and dedications.
2. The CPO maintains a list of all named and dedicated locations and makes recommendations for the addition or removal of names and dedications to the President.

Space Assignment within Buildings

1. The Campus Planning Office facilitates [requests for space](#) used or to be used by PSU through the PSU [Space Allocation Committee](#) with the exception that the Vice President of FADM or their designee may assign vacant space to occupants displaced by construction projects.
2. Changes to the assignment of spaces leased to other entities must be approved by the VP of FADM.
3. Space use may not be changed (e.g. from a classroom to office space) without prior approval from the Space Allocation Committee.

Space for Commercial Purposes

1. The CPO is the only department, unless otherwise approved by the VP of FADM or AVP of PCRE, who has the authority to negotiate leases, lease amendments or other agreements with non-PSU entities that involve PSU using space owned by another entity or another entity using space owned, co-owned, or leased by PSU. Examples include but are not limited to:
 - Building and space leases
 - ATM leases
 - Food cart agreements
 - Vendor table agreements
 - Cell tower agreements
 - Facility use agreements
2. CAPS is responsible for executing food cart, vendor table and facility use agreements. Only the President or VP of FADM have the authority to execute other leases or other agreements, including amendments, which assign, lease, rent, or allow the use of spaces to non-PSU entities, excluding the use of space for events.
3. Prior to execution of any agreement, notification must be given to the PSU Treasurer of any change in use from a university use to or from use by another entity. The PSU Treasurer will determine if Oregon State Treasury (OST) notification is necessary to adhere to the Joint Post Issue Compliance Agreement between PSU and OST.
4. Leases or other agreements for the use of space where PSU is the lessor require the approval of the PSU Board of Trustees if the lease or agreement is over 25 years or valued at over \$10 million.
5. Leases or other agreements for the use of space where PSU is the lessee require the approval of the PSU Board of Trustees if the lease or agreement is over 15 years or valued at over \$5 million.

Physical Space Studies and Analysis

1. Studies and analysis of physical spaces may only be managed by the PCRE division.

Examples include, but are not limited to:

- Physical and space planning and design
- Renovation estimates
- Capital improvement projects
- Architectural studies
- Building maintenance studies

Construction and Maintenance

1. The maintenance of spaces, grounds, building systems and building equipment may only be conducted or managed by FPM or property management firms overseen by FPM.
2. Construction and renovation activities may only be managed by CPC and are guided by the [Technical Design Standards](#) that are maintained by CPC.
3. Maintenance, construction and renovation activities include, but are not limited to:
 - Electrical, plumbing or HVAC work
 - Carpet laying/removal
 - Custodial services
 - Landscaping services
 - Lock/key changes
 - Mounting of whiteboards, artwork and furniture on walls
 - Painting walls
 - Pest control
4. Exceptions include construction and maintenance conducted by:
 - Commercial tenants, as allowed in tenant leases and with FPM or CPC oversight and approval.
 - Property owners and contractors working for them where PSU leases spaces. Whether the department occupying the space or FPM coordinates requests with property owners is determined based on location or on a case by case basis.
 - Property management company and contractor(s) working for them at the Collaborative Life Sciences Building. Maintenance work is conducted without direct oversight by PSU. All other work, such as renovations, requires oversight and approval by FPM or CPC.
 - Additional exceptions may be made by the President, FADM VP or AVP for PCRE.

Academic Related Construction and Equipment

1. The construction of prototypes and equipment is conducted in some departments for academic purposes, and equipment is often purchased for academic purposes.
2. Attaching prototypes or equipment to floors, walls and ceilings must be completed or overseen by FPM or CPC, and approval by FPM and CPC is required to connect prototypes or equipment to university infrastructure except for equipment that requires electrical power at 120 volts or below.

Signage

1. All new signage must be approved by the CPO and must conform to the [Signage and Wayfinding Standards](#). Signage may only be ordered and installed by CPC or FPM or contractors overseen by them.
2. Signage required by the Fire Marshal, in construction zones, and non-public spaces (e.g. electrical rooms) is determined by EHS, CPC, or FPM.

Furniture

1. During capital projects that include state allocated bond funds, office furniture must be ordered by CPC and meet the published [Office Furniture Standards](#). In all other cases, ordering furniture that meets the University's [Office Furniture Standards](#) is encouraged.
2. Furniture not in departmentally controlled spaces (e.g. general pool classrooms, study lounges) must be approved by the CPO.