MEMORANDUM

TO: Administrators, Deans, Directors, Department Chairs, University Business Officers, and Assistants

FROM: James A. Fletcher
Vice President for Finance and Administration

SUBJECT: Improvements to Physical Facilities

Recently, departments acting independently of Facilities Services have entered into agreements with contractors to provide improvements/changes to existing electrical, plumbing, and structural systems. In one instance, a contractor has now filed for bankruptcy. As a bond was not in place, additional expenses have been assessed to ISU to satisfy a claim by the contractor's supplier. In other instances, significant changes have been made to buildings without the knowledge of Facilities Services, which have compromised their ability to maintain these buildings.

Therefore, it has become necessary to reemphasize that all improvements to ISU buildings and grounds are to be directed by Facilities Services. Improvements such as, but not limited to, asbestos abatement, carpentry/construction/remodeling, electrical, floor coverings, grounds, HVAC, painting paving, plumbing, signage, snow removal, renovation, repair, and window treatments are included in this directive.

This course of action will ensure that the University conducts business with only qualified, bonded contractors. To make arrangements for the services mentioned or for any questions, contact Facilities Services, ext. 2209.

dr