

**NEW COLLEGE OF FLORIDA
REGULATIONS MANUAL**

CHAPTER 3 - Administrative Affairs

3-5302 Equipment Construction and Installation

This policy has been established to ensure that facilities are not improperly altered and that the addition of equipment requiring electrical and/or mechanical work is properly installed.

- (1) No fixed equipment shall be attached in any manner to a building without an approved space request.
- (2) Any movable equipment (i.e., equipment not fixed to walls or floors) will be constructed by Physical Plant or by an outside vendor on the recommendation of Physical Plant.
- (3) Specialized departmental movable equipment used for teaching and/or research may be constructed in college or departmental shops provided such construction has been approved in advance by the Controller. Such equipment must be properly decaled in order to meet physical property audits.

Authority: Article IX, Sec. 7, Fla. Constitution; Fla. Stat. Chapter 1013; Fla. Board of Governors Regulations 1.001 and 14.020

History: Adopted 04-27-02, as Policy 3-002; Revised and renumbered 06-29-10; Revised 03-11-17 (technical amendment)