ABC 2016 Fall Summit

The Permit Puzzle

Furniture and All That Stuff

September 7, 2016
Class Outline

- Introductions
- What is a Building Permit?
- When do I need a Building Permit?
- All The Things I Never Knew I Needed To Know.
- Q&A – Panel Discussion
Introductions

- Wendy Macdonald
  - The Help Center – Facilities Customer and Business Services

- Michael Hogan
  - Building Inspector – Facilities Planning and Capital Projects

- Michele Winterfeldt
  - Procurement Services – Procurement Specialist

- Don Popham
  - Events Project Manager – Facilities Management & Development
Permits: Furniture and All That Stuff

- What is a Building Permit?
  - An application process to formalize all project planning and code compliance reviews for work performed by various departments, auxiliaries and committees.
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- What does a Building Permit do?
  - ADA Code Compliance
  - Fire & Life Safety Codes
  - Building/Electrical Code
  - Asbestos & Lead Paint Issues
  - Meets CAP requirements

*SAFETY FIRST!*
**Permits: Furniture and All That Stuff**

**When do I need a Building Permit?**

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<table>
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<tbody>
<tr>
<td></td>
<td>- Any Furniture Installation</td>
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<td>- Activities Involving Building or Roof Structures</td>
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<td>- Activity That Will Disturb Any Building Surface (Interior or Exterior)</td>
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<td>- Any Activity with Temporary Membrane Structures, Tents, or Canopies</td>
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<td>- Any Activity In or Adjacent to a designated Waterway, Creek or Drainage Route</td>
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<td>- Any Activity That May Add, Alter or Modify ADA Requirements</td>
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<td>- Any Underground or Overhead Work</td>
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<td>- Awnings and Trellises</td>
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<td>- Building Additions, Alterations, Remodels and/or Tenant Improvements</td>
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<td>- Electrical, Mechanical, Plumbing or Building Additions or Alterations</td>
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<td>- Equipment Installation Requiring More Than Plug and Cord</td>
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<td>- Garden Walls and Retaining Walls</td>
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<td>- Landscaping and Related Improvements or Modifications, Including Drainage</td>
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<td>- Patios, Decks, and Fences</td>
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<td></td>
<td>- Satellite Dish or Antenna Installations, Modifications or Removals on Campus</td>
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<td>- Security &amp; Intrusion Alarms Including Keypads, Card Swipes, Panic Buttons etc.</td>
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<td>- Signage Installation, Modification or Removal</td>
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- So, When do I need a Building Permit?
  - Basically, whenever you want to do anything.
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- Building Permits fall into two categories:
  1. Facilities Planning managed project
  2. Self-Managed by a campus entity or department such as: Events, Banners, Blinds, Furniture Installations, etc.
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- **Furniture - Did You Know?**
  - Facilities Planning will coordinate your significant furniture purchases for you?
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- Why would you want Facilities Planning to coordinate your new furniture?
  - Assurance that campus standards are met
  - All Inclusive Service
    - Vendor relations, Permits, Purchase Orders, Movers/Surplus, Carpentry, and Electrical

Customer Reviews: I loved it, I chose the color and everything else was done for me.
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- Wonderful! How do I start?
  - Enter a **Service Request** through your My Cal Poly Portal
  - Send supporting documentation to facilities-cbs@calpoly.edu
  - Return email with proper Signature Authority
  - A Project Manager will contact you
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**Furniture**

Let's Dive Into Self-Service!

afd.calpoly.edu/facilities
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- Go to Contracts & Procurement ▶ Furniture

[Image of a webpage from afd.calpoly.edu with a red circle highlighting the 'Furniture' link under the 'Procurement' section.]
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- Contact Preferred Suppliers

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**Furniture**

Please review the [Accessibility Guidelines](#) prior to placing a purchase requisition in PeopleSoft Financials.

**Preferred Suppliers**

- **BKM**
  - Brooke Voorhees
  - 805-312-3334
  - bvoorhees@bkmoee.com

- **EC West**
  - Kimberly Wickstrom
  - 805-710-1577
  - kimberlyw@charter.net

- **Staples**
  - Linda Murphrey
  - 805-705-4405
  - linda.murphrey@staples.com

**Russco**

- George Kokkinakis
  - 805-922-1311
  - georgek@russco.com

**Tri County Office Furniture**

- Tito LeFranc
  - 805-345-0175
  - tito@tcof.com

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[afd.calpoly.edu/facilities](http://afd.calpoly.edu/facilities)
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- **Non-Preferred Suppliers**
  - Contact your procurement specialist to discuss

- **Furniture waiver required on Pro-Card payments for furniture purchases**

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**ProCard and Furniture Purchases**

Due to the competitive nature of furniture, specific ADA compliant issues, and installation activities, we have blocked primary furniture vendors. However, you may request a waiver for furniture purchases. Please email Jeanette Paolucci, jsipaoluc@calpoly.edu with the following information:

1. What you are buying
2. The name of the supplier
3. The cost
4. Name of ProCard holder if different than the requestor

Procurement Services will evaluate your request. If approved, you will receive a waiver number. The waiver number must be noted in the description field on the monthly ProCard statement.
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- **How can you help Supplier?**
  - Provide a copy of building layout
    (https://afd.calpoly.edu/facilities/maps_floorplans.asp?pid=7)

- **What should you ask them?**
  - Will I need Cal Poly Facility assistance?
    (i.e. electrical, carpentry, data ports, etc.)
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- **What will you get from them?**
  - Quote with hardware specified
  - Layout
  - Other supporting documentation
    - Including a spec sheet indicating flammability rating on upholstered furniture
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- Fill out Building Permit Application
### Building Permit Application Form

Send completed permit application to:
Email: [facilities-CBS@calpoly.edu](mailto:facilities-CBS@calpoly.edu)
Fax: 756-6114 Attn: Facilities Help Center

<table>
<thead>
<tr>
<th>Applicant's Name:</th>
<th>Today's Date:</th>
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<tbody>
<tr>
<td>(Applicant will be the primary contact for this project)</td>
<td>Department:</td>
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<tr>
<td>Phone Number:</td>
<td>Alternate Phone Number:</td>
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<tr>
<td></td>
<td>Email Address:</td>
</tr>
<tr>
<td>Optional: Names and Phone numbers of other involved parties (Supervisor, User, Advisor etc.)</td>
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<tr>
<td>Project Name:</td>
<td>Bldg. Name:</td>
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<td></td>
<td>Bldg. #:</td>
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<tr>
<td>Who is doing the work? (Check all that apply)</td>
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<tr>
<td>□ Contractor</td>
<td>□ Student Project</td>
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<tr>
<td>□ Department Labor</td>
<td></td>
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<tr>
<td>Source of Funding:</td>
<td>Estimated Cost/Budget:</td>
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<tr>
<td>Description of Project:</td>
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**Email supporting documents such as scope, plans, specifications, location, etc. to:** [facilities-CBS@calpoly.edu](mailto:facilities-CBS@calpoly.edu) and Mike Hogan at mhogan@calpoly.edu

<table>
<thead>
<tr>
<th>Status of Project:</th>
<th>Approval Signature:</th>
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<tbody>
<tr>
<td>□ Proposal</td>
<td>(Please Print Name)</td>
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<tr>
<td>□ Plans Ready to Review</td>
<td>Non-Academic Departments Require Division or Department Head Signature</td>
</tr>
<tr>
<td>□ Under Construction (work)</td>
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[afd.calpoly.edu/facilities](http://afd.calpoly.edu/facilities)
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- Get Approval Signature
  - Academic Departments require: Dean’s Signature
  - Non-Academic Departments require: Division or Department Head Signature
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- Submit Building Permit Application with supporting documentation to the Help Center (facilities-cbs@calpoly.edu)
  - Supporting documentation in pdf format, including pictures.

- Allow 4 weeks processing time
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**Yes!**

- Your permit has been approved with conditions
- Submit your P.O. request to Purchasing
Inform Supplier you need 2 weeks notice before delivery if Facilities workers are required

- Example: Wall penetrations for overhead cabinets, hardwire electricity, data ports, etc.
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- Submit **Service Requests**!

- Remember – You are responsible to coordinate all supplementary service requests
  - Carpenters (seismic bracing)
  - Electricians
  - Painters
  - Move or Surplus
  - Locksmiths
  - Custodial
  - ITS – data ports, telephones
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- Remember: All Trades & ITS need at least **2 weeks** of lead time to schedule your installation.

- When you talk to your supplier, make sure they are aware you need that **2 week** window.
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- How is that Project Manager looking about now?
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Two Weeks

- Confirm Work Order(s) with Help Center at 756-5555 or email facilities-cbs@calpoly.edu or with ITS 756-7000

  - Yes – The trade shop has been assigned the work order? (Have all work order numbers ready, including the Approved Permit)
  - Confirm date and time of Install
  - Custodial needed prior to install?

afd.calpoly.edu/facilities
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**Two Days**

- Confirm with Help Center at 756-5555 or email facilities-cbs@calpoly.edu or with ITS 756-7000

- Confirm date and time of Install

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Communicate any changes in Schedule *ASAP*
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