

MEMORANDUM

To: Chief Financial Officers, Physical Plant Directors

From: Frank Alley

Date: December 6, 2006

Subject: Updated Removal of Buildings Procedure

Please be advised that prior to any building being scheduled for demolition, the following must be completed:

1. University to notify Board Staff of its intention to delete building from inventory for their review.
2. Upon receipt of university request (signed by the President/Chancellor) and MDAH approval letter, IHL will send approval letter to the university that is based on the university receiving DEQ approval. (DEQ acknowledgment of receipt of their completed demolition/renovation form)
3. University to follow applicable bid laws to advertise/take quotes and determine the contractor (or perform work in-house).
4. University to complete DEQ notification form and send request to BoB (IHL approval letter, MDAH form, DEQ form, photos of building) with copy to IHL.
5. Upon receipt of BoB approval, university may proceed with demolition.
6. University to update their property records following BoB procedures.