

HSC Policy for Facility Remodel

Intent of Policy: To provide guidance for areas in the HSC reaching end of life and outline the process to determine responsibility for monetary coverage of HSC remodels. Due to the nature of the HSC, all remodels will require collaborative discussions before final decisions are determined.

A. Definitions of space*

Common Space: Space that is not charged to any single partner, such as corridors, restrooms, stairwells, locker rooms, conference rooms, and electrical closets.

Space Calculation Verbiage: Unassigned (U)

Shared Space: Space that is used by two or more partners and is charged to those partners proportional to their respective usage, such as storage areas and lab prep rooms with shared equipment used by multiple partners.

Space Calculation Verbiage: Scheduled (S)

Space Calculation Verbiage: Assigned (A) (prep labs, etc.)

Exclusive Space: Space that is used exclusively by a single partner and is charged to that partner, such as faculty offices and specialized research labs.

Space Calculation Verbiage: Assigned (A)

B. Wear and Tear

Defined as the expected deterioration of the facility structure and its fixtures resulting from ordinary and expected use over time.

HSC will review reported wear and tear of shared space based on:

- Original construction
- Structurally related
- Program use related

HSC will review reported wear and tear of exclusive space based on:

- Original construction
- Structurally related
- Uniqueness of area related to space purpose

C. Unexpected Damage

Defined as avoidable damage beyond expected wear and tear. Damage could be by accident, purposefully committed or neglect. If damage occurs due to user conduct or negligence, the user will be responsible for all costs to repair damage and bring area back to acceptable use.

D. Quality of Material Replacement

Material replacement will be an industry standard taking into account life expectancy, maintenance, purpose of area and sustainability. If a higher quality material is of interest within a partner's exclusive space that the HSC has agreed to remodel, the HSC will consider covering the cost for standard replacement and the partner can pay the difference for the higher quality material. Any future remodels will be based on industry standard and not held to the higher quality material covered by a partner.

E. Process for Prioritizing Remodels

An annual facility audit will be completed. Items will be prioritized based on 1) safety hazards, 2) areas rapidly deteriorating, 3) areas reaching end of life and 4) traffic usage.

F. Process for Requesting Remodels

HSC users can complete Procedure A with areas that are reaching end of life. This information will be reviewed along with the annual audit. If areas meet criteria identified in “E” above, the area(s) will be placed into a longer-term remodeling plan.

G. Process for Determining Monetary Coverage

The HSC Management Group will:

- Review remodel request(s) based on this policy
- If remodel is determined warranted:
 - In general, the HSC will cover remodels for shared space.
 - In general, the HSC may not cover remodels for exclusive space.
 - Each situation will be reviewed and discussed with respective partners.

H. Process for Vacating Space*

The vacated space must meet the criteria below to be released from the requesting partner’s space calculation. The space will remain on the partner’s space calculation until the HSCMG has determined that all criteria have been met.

- All non-HSC items have been removed.
- All HSC items are clean and placed back to original condition (minus general wear and tear).
- If any radio chemicals were used in the room, written proof must be provided that the lab has been decontaminated.
- All chemical and/or biohazardous agents must be removed from the labs and the space cleaned and thoroughly decontaminated before vacating.
- If room was painted a non-neutral color, it is the partner’s responsibility to cover the expense to return the color back to neutral.

(Reference Procedure D2)

I. Process for Dispute Resolution

Resolution will begin with the HSC Management Group. If resolution does not occur at this level, the La Crosse Medical Health Science Consortium Board of Directors will vote on final resolution.

**Definitions match the LMHSC Space Definition, Request and Review Policy and the Health Science Center (HSC) Space Usage Calculation Policy*

HSCMG approved March 10, 2023

Finance Committee approved March 17, 2023

LMHSC Board approved May 15, 2023

Procedure A

Request for HSC infrastructure Remodel

This form should be completed for any requests related to remodeling any areas within the HSC.

The process is as follows:

1. Form electronically completed by requestor
2. Form electronically submitted to LMHSC office
3. LMHSC office will place on HSC Management Group (HSCMG) agenda for initial review
4. If HSCMG agrees with request
 - a. A priority recommendation will be determined
 - b. Request will be placed on ongoing facility remodel list
 - c. Requestor will be contacted with HSCMG recommendation

All remodeling of the HSC infrastructure will be prioritized based on:

- Safety
- Area(s) rapidly deteriorating
- Area(s) reaching end of life
- Traffic usage

Annually the HSCMG will review the list, make recommendations to the La Crosse Medical Health Science Consortium's Finance Committee who in turn will recommend to the LMSHC Board of Directors for final determination.

Please complete information below for each room:

Contact Name:

E-mail:

Organization:

Department:

Request is on behalf of: (List all departments affected)

Room number:

Describe area of concern/remodel:

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