



UC San Diego

Policy & Procedure Manual

[Search](#) | [A–Z Index](#) | [Numerical Index](#) | [Classification Guide](#) | [What's New](#)

ENVIRONMENT, HEALTH & SAFETY

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GENERAL SAFETY—CONSTRUCTION / RENOVATIONS AND ALTERATIONS

I. REFERENCES

- A. United States Code of Federal Regulations
- B. California Code of Regulations
- C. California Health and Safety Code
- D. UCSD Policy and Procedure Manual (PPM)
 - [420](#) Building and Space
 - [530](#) Facilities Management
- E. UCSD Facility Design Guidelines

II. POLICY

All projects involving construction, remodeling, outfitting, installation of fixtures, or any other changes or repairs to the physical plant of UCSD owned, leased, or otherwise controlled facilities must be reviewed by the Office of Environment, Health and Safety (EH&S) for compliance with applicable codes, policies, and standards.

Refer to PPM [530-9](#), Renovations and Alterations, for specific criteria regarding inclusion and the renovation and alteration (R&A) process.

III. PROCEDURES

A. New Building Construction

All plans for new construction will be developed by the Office of Facilities Design & Construction (FD&C), which shall have responsibility for compliance with policies, codes, and standards. The EH&S Office should be involved in the project during the earliest stages in order to reduce the potential for unnecessary expenses. FD&C will provide plans and specifications to EH&S for review of fire, health, and safety conformance to the above referenced codes and standards.

B. Renovations and Alterations

1. Projects requested on a Work Request by individual administrative units shall comply with processes described in PPM [530-9](#).
2. Plans and specifications must be approved by the UCSD Fire Marshal before construction begins. Inspections by EH&S to verify conformance with approved

plans and specifications must be completed at previously agreed upon intervals.

3. Work involving areas where hazardous materials have been used shall not begin until cleared by EH&S. See Blink Website "[How to Close or Relocate a UCSD Lab](#)".
4. Occupancy of remodeled spaces shall not be permitted until approval is granted by EH&S unless waived by EH&S.

IV. RESPONSIBILITY

- A.** It shall be the responsibility of the Assistant Vice Chancellors of Facilities Design and Construction and Auxiliary and Plant Services (A&PS) to provide all plans to EH&S for review and to implement changes shown to be required.
- B.** It shall be the responsibility of each administrative unit and individual to make no changes to UCSD buildings without prior approval by FD&C, A&PS, and EH&S.