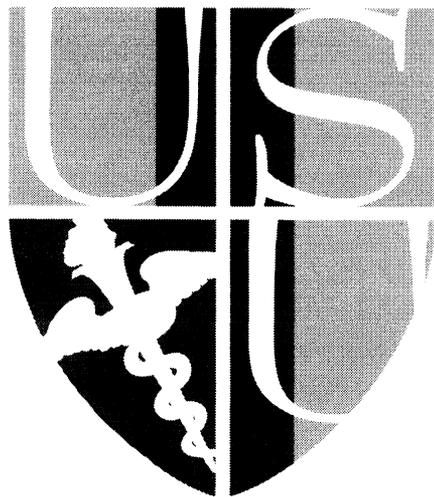


**USUHS  
INSTRUCTION  
4270**





# UNIFORMED SERVICES UNIVERSITY OF THE HEALTH SCIENCES



## **SUBJECT: Alterations, Construction, Installation, Modification or Repair to USUHS Building Spaces**

### **Instruction 4270**

**MAR 31 1995**

(FAC)

#### ABSTRACT

This Instruction assigns responsibilities and prescribes the procedures to be followed in the preparation and approval of the Uniformed Services University of the Health Sciences (USUHS) Form 5335, Service/Work Request.

**A. Reissuance and Purpose.**

This Instruction reissues USUHS Instruction 4270<sup>a</sup> and updates policy and responsibilities for alterations, construction, installation, modification or repairs to all building structures, surfaces and systems.

**B. Reference. See Enclosure 1.**

**C. Applicability.** This Instruction is applicable to all USUHS Personnel.

**D. Background.** The design and construction of the USUHS is a highly complex building system that must be operated and maintained to

function properly and to remain consistent with the integrity and uniformity of the buildings.

**E. Policy.**

1. All work associated with alterations, construction, installation, modification or repair to USUHS building structures, surfaces, or systems will be accomplished through the Facilities Division (FAC), under the direction of the Vice President for Administration and Management (VAM).

2. Requests for any changes to existing building structures, surfaces, or systems, no matter how minor in nature, will be directed to the FAC

using USUHS Form 5335, "USUHS Service/Work Request", see *Enclosure 2*.

3. University employees will not make any modifications, repairs, installations, or penetrations into any building structure, surface, or system without the consent and/or direction of the FAC.

**F. Procedure.** See *Enclosure 3*.

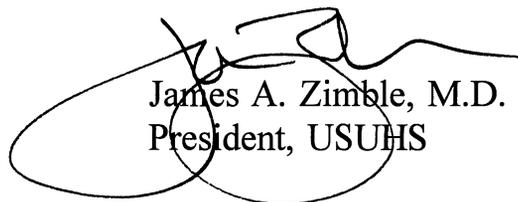
**G. Responsibilities.**

1. Department Chairpersons/Activity Heads: Ensure

that all of their employees request any and all necessary services through the FAC.

2. Chief, FAC: Review requests and provide necessary materials and manpower to accomplish the work in a safe and professional manner.

**H. Effective Date.** This Instruction is effective immediately.



James A. Zimble, M.D.  
President, USUHS

Enclosures:

1. Reference
2. USUHS Form 5335
2. Procedure

**REFERENCE**

- (a) USUHS Instruction No. 4270,  
"Alterations, Construction,  
Installation" July 31, 1990  
(hereby canceled)