UNIVERSITY OF HOUSTON SYSTEM ADMINISTRATIVE MEMORANDUM

SECTION: General Administration NUMBER: 01.B.03

AREA: Facilities and Physical Plant

SUBJECT: Temporary Buildings

1. PURPOSE

This document sets out approval guidelines to ensure that temporary buildings or structures are aesthetically acceptable and appropriate to the campus.

2. POLICY

- 2.1. A temporary building or structure is one which, as evidenced by its type of construction, has been erected or placed at a site for a specific function and a specific period of time supporting an event or activity with a known termination date, after which it is agreed that the building shall be removed. No temporary building or structure shall be erected at any university without prior approval of the appropriate university official.
- 2.2. Any such structure which shall remain in place for two weeks or less, shall be approved on a case-by-case basis by the Senior Vice Chancellor for Administration and Finance or the university's chief financial officer or another person designated by the university president. The university's facilities director should be consulted relative to utilities and location of existing utilities which might be compromised by a temporary structure.
- 2.3. Any such structure that shall remain in place for more than two weeks shall be approved by the university president.
- 2.4 All temporary structures shall be erected in accordance with all applicable local, state and federal laws.
- 2.5. The approvals referred to in Section 2.2 and 2.3 shall be in writing and shall include:
 - a. The name of the requesting person and organization;
 - b. The proposed location;
 - c. The proposed use;

- d. The proposed time limit;
- e. A statement that the requesting person or organization will maintain the structure in a good, safe condition while in use and funding identified for the care and maintenance of any temporary structures will be deposited with the university facilities department or equivalent department; and,
- f. A statement that the person or organization will remove the temporary structure at the end of the agreed upon time and restore to the original condition any grounds, pavings, etc. damaged by the erection of the structure. Prior to the installation of a temporary structure or building at a university, appropriate project funding will be deposited by the requesting department with the university facilities department or equivalent to be used for the removal of the structure at the end of the temporary installation term.

2.5. EXCEPTIONS

This document does not apply to the temporary buildings and structures required during the course of construction or renovation of permanent buildings.

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Responsible Party: Associate Vice Chancellor for Facilities/Construction

Management

Review: Every five years

4. APPROVAL

Approved:	/Raymond Bartlett/ Senior Vice Chancellor for Administration and Finance		
	Chancellor		
	Date:	August 31, 2021	