



NDOT Operations

Standard Operating Procedure

Office Moves and Renovations
Process

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Illustrations
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Modification Tracking Summary

Summary of Changes	Date	Author
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1. Introduction and Purpose:

1.1 Purpose:

The purpose of this Standard Operating Procedure is to establish the process of moving offices, renovating office spaces, and staff relocation for the employees within NDOT.

1.2 Personnel:

ALLO Phone Representative; Deputy Director; Division Head; Downstream Staff; Facilities Building Manager; Facilities Construction Coordinator; Fire Marshal; ITS Engineer; Knoll's Furniture Representative; Maintenance Crew; OCIO Staff; Outside Contractors; Section Head

1.3 Abbreviations:

ADA – Americans with Disabilities Act
ITS – Intelligence Transportation System
NDOT – Nebraska Department of Transportation
NFPA – National Fire Protection Association
NSFM – Nebraska State Fire Marshal
OCIO – Office of the Chief Information Officer

1.4 Definitions:

ADA Compliance – Complies with 2010 ADA Standards for Accessible Designs: Department of Justice
Contractors – Workers outside of NDOT that are hired to perform certain steps in the renovation process
Downstream Staff – The NDOT employees whose office is being renovated
Service Portal Request – A request submitted by NDOT employees for a specific service

1.5 Required Resources:

1. Contractors
 - a. Required construction materials and guidelines
2. Downstream Staff
 - a. Temporary office for relocation
3. Division Head
 - a. Contact information for Knoll's Furniture Representative
4. ITS/OCIO
 - a. Service Portal access
 - b. Contact information for ALLO Phone Representative
5. Maintenance Crew/Facilities Construction Coordinator
 - a. Required construction materials and guidelines
 - b. Contact information for Fire Marshal
 - c. Contact information for Capital Facilities (if applicable)
6. NDOT Phone Move Order form
 - a. NDOT Service Portal Request
 - i. OCIO Voice Phone Service Ticket
7. Section Head(s)
 - a. Contact information for Division Heads, Supervisors or Managers across NDOT to be able to find a temporary office for their staff

2. Standard Operating Procedure:

2.1 Process Steps: Office Renovation Planning and Approval

1. Division Head sends renovation request to the Deputy Director for approval
2. Deputy Director approves or denies request
 - a. If approved, notifies the Division Head and the Operations Division Manager
3. Section Head of the office that is being renovated sets up first meeting to discuss plans
 - a. The Section Head can be a supervisor, manager, etc. based on availability
4. Division Head, Operations Division Manager, Facilities Building Manager, Facilities Construction Coordinator, and the designated Section Head all attend the first meeting
 - a. Meeting involves planning and approval the renovation design
 - i. Renovations over \$79,000 requires an architect
 - b. If wiring needs to be done, coordinate with Capital Facilities
 - c. Contact Fire Marshal when any form of remodeling occurs
 - i. Fill out NSFM Plan Submittal Application
 - ii. Provide plans for review
5. Downstream Staff fill out a Phone Move Request on the NDOT Service Portal and send it to the ITS Engineer via email or a Service Portal Request as soon as the renovation request is approved by the Deputy Director
6. After approval, the Facilities Building Manager, Facilities Construction Coordinator, ITS Engineer, and Section Head all move forward with next step
 - a. Facilities Building Manager and Facilities Construction Coordinator review plan from the first meeting
 - b. OCIO or I.T. submits an order to ALLO Phone Representative
 - c. Section Head contacts other Division Heads within NDOT to find an available space to temporarily relocate the Downstream Staff
7. Division Head contacts the Knoll's Furniture Representative
8. Once an available area is reserved, the Downstream Staff relocation is performed
 - a. Facilities Construction Coordinator, ITS Engineer, Maintenance Crew, OCIO, and Section Head all need to be notified of when and where the Downstream Staff are being moved
9. Facilities Construction Coordinator and Maintenance Crew begin demolition and surplus process
 - a. Downstream Staff must be completely moved out of the renovation space before this process can begin
10. Contractors order dumpster to be available at renovation location
11. Section Head sets up second meeting
12. Facilities Construction Coordinator, Knoll's Furniture Representative, Maintenance Crew, and Section Head all attend second meeting
 - a. Meeting involves taking field measures and designs from renovation location
 - b. Meeting also involves choosing paint colors, etc.

13. Through e-mail, the Division Head, Facilities Building Manager, Facilities Construction Coordinator, and Section Head approve the design and set a timeline for the renovation
14. After design approval, the Facilities Construction Coordinator begins to coordinate Contractors and works with the Knoll's Furniture Representative to submit the materials order

2.2 Process Steps: Office Renovation Process and Construction

15. Facilities Building Manager and Facilities Construction Coordinator receive bid proposals from Contractors
16. Facilities Building Manager and Facilities Construction Coordinator accept a bid proposal from Contractors
17. Selected Contractors begin inspections of renovation space
 - a. This includes inspections such as asbestos, termites, etc.
18. The construction material is delivered after inspections are completed
19. The construction process of the renovation officially begins
 - a. Facilities Construction Coordinator and Maintenance Crew begin framing
 - b. Contractors work on HVAC
20. Facilities Construction Coordinator and Maintenance Crew install electrical and fire alarms
 - a. Fire alarms are to code
21. Facilities Construction Coordinator and Maintenance Crew install insulation
22. Facilities Construction Coordinator and Maintenance Crew install drywall
23. Facilities Construction Coordinator and Maintenance Crew begin painting
24. Facilities Construction Coordinator and Maintenance Crew install ceiling and doors
25. Facilities Construction Coordinator and Maintenance Crew install flooring
26. Facilities Construction Coordinator and Maintenance Crew perform cleanup
27. Contractors deliver kitchenette and Facilities Building Manager installs it
28. The ITS Engineer, OCIO, and ALLO Representative finish installing phones while the Division Head, Facilities Building Manager, Facilities Construction Coordinator, Section Head, and Knoll's Furniture Representative inspect and punch out the renovation
29. After renovation is complete, the Downstream Staff is relocated back into their office
 - a. Facilities Construction Coordinator, Maintenance Crew, and Section Head need to be aware of when this is happening
30. Facilities Construction Coordinator installs accoutrements while the Maintenance Crew and Contractors perform any needed touch-ups and repairs to the renovated office
31. Deputy Director, Division Head, Facilities Building Manager, Facilities Construction Coordinator, and Fire Marshal inspect and approve the completed renovation
 - a. ADA Compliance (NSFM)
 - b. NFPA 101 Compliance (NSFM)