

# HUMBOLDT STATE UNIVERSITY

Facilities Management

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Department Regulation: 021-160331

Title: Acting University Construction Administrator & Deputy Building Official

As stated in the University's adopted and Chancellor's Office certified Capital Outlay Management Plan and as designated by the University President, the Associate Vice President of Facilities Management serves as the University's Construction Administrator and Deputy Building Official.

During those periods the Associate Vice President of Facilities Management is out of the area whether for campus business or personal time off, the University's Vice President for Administrative Affairs or whomever is acting in such capacity shall assume the role and all duties, responsibilities, actions and decisions required of the Construction Administrator.

During those same periods, the Associate Director of Planning & Design shall assume the role and all duties, responsibilities, actions and decisions required of the Deputy Building Official. Efforts shall be made by whatever means are available to seek the advice of the Associate Vice President of Facilities Management concerning any perceived negative action concerning an active project or action concerning any building permit request which was not previously discussed prior to the Associate Vice President's departure from the campus. Should the Associate Vice President of Facilities Management not be available, the acting Deputy Building Official shall consult with the Construction Administrator and the California State University Chief Deputy Building Official regarding issues of such nature described above.

## REFERENCES

- University Capital Outlay Management Plan