



XAVIER UNIVERSITY

Facility Usage and Modifications

Effective: March 25, 2019

Last Updated: August 31, 2026

Last Reviewed: August 31, 2026

Responsible University Office: Physical Plant

Responsible Executive: Vice President, Financial Administration and Chief Financial Officer

Scope: All Members of the Xavier Community

A. REASON FOR POLICY

The purpose of this policy is to ensure Xavier's facilities are kept in good condition, remain compliant with safety standards, and preserve the historical integrity and visual unity of the campus. It establishes clear protocols for facility alterations, physical additions, space allocations, and visual/physical standards for interior and exterior building elements to ensure that institutional priorities are properly vetted, budgeted, and implemented.

B. POLICY

All facilities, structures, grounds, and physical spaces owned or leased by Xavier University belong exclusively to Xavier University. Jurisdiction over space allocation, usage, and physical alteration standards rests solely with the University. Occupancy or temporary use of space by any individual, department, unit, guest, or registered student organization does not create a property interest or permanent right to control the space. Reallocation of space may be executed by the University in response to institutional needs.

To preserve building infrastructure, maintain campus aesthetics, preserve emergency egress and light, and comply with state/local fire, accessibility, and life-safety regulations, the University enforces physical standards across all facilities regardless of content, message, or viewpoint.

C. DEFINITIONS (if applicable)

There are three categories of facility modifications ranging from the very simple to the more complex.

1. **Minor Repairs:** Unanticipated repairs that need to be made prior to the items scheduled renewal. These repairs are accomplished primarily through the Physical Plant work order system. Examples are repairing/replacing damaged items, cleanup after a flood, and failure of an item. Items can be anything related to the built environment such as: windows, doors, walls, floors, lighting, HVAC, roofs, etc.

2. **Programmatic Changes, Space Allocations or Reallocations:** Those activities that involve the movement of people or processes driven by operational and functional changes. Examples include personnel additions, creation of new departments, relocations of individuals or departments, the addition of new curriculum, service or function and/or functional changes that may affect other departments.
3. **Capital Renewal Projects:** Activities that extend a component's lifetime, and reset the scheduled preventive maintenance and minor repairs. These projects are scheduled based on the Facility Condition Assessment which uses the life expectancy and replacement cost of a component to determine the replacement/repair timing and budget. The Office of Physical Plant is responsible for creating and maintaining an assessment forecast for all major buildings on Campus. This will happen automatically and no further action by the individuals outside Physical Plant is required.
4. **Prohibited Items:** Personal, organizational, or promotional postings, banners, decals, signs, posters, banners, flyers, flags, pennants, tapestries, sheets, blankets, towels, self-installed window treatments, string lights, LED strips, window clings/decals/stickers, or painted/written graphics.

D. FACILITY USAGE STANDARDS

1. Doors, Glass Doors, Vision Panels & Fire Rated Openings

- a. **Exterior Facing Doors & Fire Rated Assemblies:**
To uphold historical architectural uniformity, life safety standards, and emergency responder access, no Prohibited Items may be affixed to, displayed on, or hung from any exterior-facing door or exterior door glass. However, Institutional Signage installed at the direction of the Associate Vice President of Facilities is exempt from posting restrictions.
- b. Fire doors must not be propped open or have automatic closing mechanisms disabled. Attaching or hanging heavy physical equipment or load-bearing devices such as over-the-door gym/exercise equipment (e.g. pull-up bars, suspension trainers, resistance band anchors) onto doors, door frames, or door jambs is strictly prohibited.
- c. **Interior Solid Doors:** Postings and personal items are permitted on interior solid doors and solid door faces, provided they are affixed using non-damaging, removable methods (e.g. painter's tape, removeable adhesive strips). Fasteners or adhesives that damage wood, wood veneer, paint, or underlying materials are prohibited.
- d. **Interior Door Glass, Vision Panels, and Sidelights:** To ensure safety, operational visibility, and emergency line of sight:
 - Glass inserts within doors (vision panels/door glass), all glass interior doors, and adjacent side windows must maintain unobstructed line of sight into the room.
 - Applied items or postings of any kind may not obscure more than 20% of the total glass surface area.
 - Fully covering, blacking out, or rendering any interior door glass opaque with paper, cardboard, or blankets is prohibited.

2. Windows, Glazing, and Egress Points

- a. **Exterior Facing Windows**
To uphold historical architectural uniformity and adhere to life-safety codes, including clear visual access for emergency responders, no Prohibited Items are permitted on or within any University window.
 - **Authorized Coverings:** Only window treatments, including curtains, drapes,

blinds, and shades approved and installed by the Office of Physical Plant—meeting campus design, flame-retardant, and safety specifications – are permitted.

- Student Residential & Jesuit Residential Buildings: All residential rooms are equipped with standard University window treatments. Where available through Physical Plant, residents may select from pre-approved, fire-rated replacement styles (such as certified blackout roller shades or approved solid-color drapery) sourced and installed by the Physical Facilities. Window treatments must maintain a uniform, solid appearance from the exterior.
 - Accommodations: Documented medical or disability accommodations for specialized window coverings (e.g. therapeutic blackout needs) are coordinated through the Office of Accessibility & Disability Resources (ADR) and installed by Physical Facilities.

b. Interior Windows and Glazing (Hallways, partitions, and sidelights)

Interior glass partitions, door sidelights, and interior-facing windows must maintain visibility for public safety, security checks, and facility operations.

- Visibility Standards: Postings, paper, coverings, or decorative decals may not obscure more than 20% of interior glass surfaces, and may not fully block line of sight into common paths of travel and offices.
- Approved attachments: Only non-damaging, approved hanging methods may be used on authorized interior glass areas.

c. Egress Points and Window Clearances

- To comply with local and national life safety and fire codes, no furniture, fixtures, storage, or equipment may impede access to any window, door, or designated egress point.
 - A continuous unobstructed floor clearance of at least 36 inches must be maintained in front of all doors, emergency egress windows, electrical panels and exit pathways. No furniture, desks, beds, tall bookcases, filing cabinets, storage, or equipment may block, impede physical access to, or prevent the full opening and operation of any door or emergency egress window.

3. Walls, Ceilings, and Structural Surfaces

- a. Interior Office, Residential, and Classroom Wall Personalization: Occupants may hang personal items or postings on interior room walls using non-damaging, removable methods (e.g., painter's tape, removable adhesive strips). Fasteners, tapes, or adhesives of any kind that puncture, peel paint, or cause physical damage to walls, plaster, masonry, or finished woodwork are strictly prohibited.
- b. Public Common Areas & Building Exteriors: Temporary flyers, posters, banners, and announcements in shared public interior spaces may only be displayed on designated, approved bulletin boards, display kiosks or within elevator cabs using non-damaging, removable hanging methods. Postings may not obstruct elevator buttons, emergency phones, inspection certificates, or operating instructions.
 - Affixing items to exterior building walls, brickwork, or masonry is prohibited, all outdoor displays must comply with the Outdoor Posting and Temporary Exhibits Policy. Those that do not comply will be subject to removal.
- c. Ceilings & Overhead Fixtures: Suspending or hanging items from ceiling grids, acoustic tiles, light fixtures, or exposed structural beams is strictly prohibited.
- d. Heavy Mounts & Permanent Fasteners: To prevent fall hazards and protect structural/utility systems, occupants may not drill, screw, or mechanically anchor items

to walls or ceilings. Any fixture exceeding 15 lbs., requiring stud/wall anchors (e.g., large whiteboards, heavy shelving), or involving electrical/AV mounting (e.g., wall-mounted TVs/monitors) must be submitted via the Physical Plant work order system and installed exclusively by Physical Plant staff or their approved contractors.

4. Corridors, Hallways, & Egress Pathways

- a. Corridors, stairwells, lobbies, and vestibules must maintain clear, unobstructed egress pathways consistent with fire safety and ADA accessibility standards.
- b. Storing personal items, placing unapproved furniture, or erecting temporary displays, tables, pop-up structures, or easels in hallways, stairwells, or egress pathways is prohibited.

5. Fire Protection Electrical & Building Systems

- a. No items may be hung from, attached to, or placed in contact with sprinkler pipes, sprinkler heads, smoke detectors, fire alarm pull stations, fire extinguishers, or emergency exit signage.
- b. Unapproved electrical modifications, high-draw appliances, or alterations to lighting fixtures and HVAC controls/vents are prohibited.

E. FACILITY MODIFICATIONS

Facilities critical to the institution's mission must be kept fully operational and viable. The rolling five-year Capital Renewal Plan must be kept current for every facility with an appropriate schedule for Capital Renewal activity.

1. **Minor repairs** for most facilities are resolved by Physical Plant through the work order system. Any student or employee of the University can submit a request using the request form at: <https://www.xavier.edu/plant/work-requests>.

Services provided are as detailed on the Physical Plant website: <https://www.xavier.edu/plant/>.

Priority is given to life safety items, followed by repairs affecting students or the educational process. All minor repairs are funded by the Office of Physical Plant's operating budget, with the exception of residential hall damage. Residential facilities are evaluated at least two times per year by a joint team of Residence Life and Physical Plant personnel. Damage to the student rooms caused by the occupant are funded by the student.

2. Programmatic Changes, Space Allocations or Reallocations

Departments Needing Additional Space: Must submit a [Request for Space](#) to the Campus Space Committee. The Committee will review all requests in accordance with the Space Management Policy. Once approval is received by the Campus Space Committee, the process below will be initiated.

- **Departments Needing to Modify Existing Space:** Must obtain approval from their Division Leader and secure appropriate funding.
- Once scope and budget have been finalized, a Request for Funding (RFF) will

be prepared by the Office of Physical Plant. The RFF must be approved by the Vice President for Facilities, the Associate Vice President/Financial Operations, and the Vice President, Financial Administration/Chief Financial Officer.

- Upon approval, Physical Plant assigns a Project Manager to execute the project within the established budget and schedule.

3. **Capital Renewal Projects**

Physical Plant develops an annual list of recommended Capital Renewal a five-year horizon based upon:

- a. Understanding of each project's scope and requirements and relationship to the Facility Condition Assessment Report.
- b. The project's fit within the Campus Master Plan and relationship to other fixed asset needs of the University.
- c. Each project's timing.
- d. Available sources of funding.

The recommended project list is approved by the Vice President, Financial Administration and Chief Financial Officer and incorporated in to the University's annual budget.

Physical Plant is responsible for ensuring available funding before initiating a project. The Division of Financial Administration and Budgets, in consultation with the Vice President, Financial Administration and Chief Financial Officer, will periodically confirm the amount of available funding for Capital Renewal and other capital projects, recognizing some projects may lapse fiscal years and require interim funding.

After confirmation is made that funding is available for projects through the annual budget or other sources (e.g., gifts), Physical Plant prepares a Capital Appropriation Form. Upon approval by the Vice President of Facilities, Associate Vice President/ Financial Operations, and the Vice President, Financial Administration and Chief Financial Officer, Physical Plant assigns a Project Manager to initiate the work.

F. EXHIBITS

None

G. HISTORY

This is a policy that has been in practical use for many years. **August 2026:** Section D updated to align facility usage, window coverings, and fixture installation standards with applicable building and fire codes, life-safety requirements, and operational guidelines across residential, academic, and administrative spaces. Revisions clarify maintenance parameters, departmental operating procedures, and accommodation coordination.

Other applicable policies and/or resources:

Campus Master Plan
Campus Utility Master Plan
Ten Year Comprehensive Facilities Plan
Campus Sustainability Plan

Replacement Cycles - Physical Fixed Assets
Space Management Policy
Student Handbook
Outdoor Posting and Temporary Exhibits
Policy