



**North Carolina  
Department of Environment  
and Natural Resources**

**Operating  
P R O C E D U R E S**

**Section: Purchase and Services**

**Subject: Renovation**

**Approved By: DENR Secretary**

**Eff. Date: 1991  
Revised: 2001  
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**PROCEDURES:**

**State Buildings:**

Divisions/programs desiring a modification to their space should forward a request including floor plan, diagram and/or description of modification and funding information to Purchase and Services, Property and Office Services Section.

Property and Offices Service Section will forward your request to the Division of Facility Management for approval by State Property Office and a cost estimate.

After approval by State Property Office, Facility Management will return an Estimate Summary to Purchase and Services, who will forward the Estimate Summary to the division/program.

Division/program can, at this time, approve or cancel the Estimate Summary, then return it to Purchase and Services.

Purchase and Services will forward Estimate Summary to Facility Management for job scheduling.

After job is completed and work is approved by division/program, Facility Management will issue the invoice and send to Purchase and Services, Property and Office Services Section. The invoice will then be sent to division/program for payment.

**Leased Buildings:**

1. Divisions/programs desiring modification should forward a request including floor plan, diagram and description of work to be done to the lessor.
2. After receiving approval and cost estimate/contract from lessor, division/program should forward lessor's approval and cost estimate, floor plan and description and funding information to Purchase and Services.
3. After review and approval, Purchase and Services will return complete package to division/program.
4. Division/program will execute cost proposal/contract and return to lessor.