

STATE OF OHIO



DEPARTMENT OF REHABILITATION  
AND CORRECTION

SUBJECT: Demolition of Structure on Institution Property	PAGE <u> 1 </u> OF <u> 3 </u> NUMBER: 21-CAM-06
RULE/CODE REFERENCE:	SUPERCEDES: 21-CAM-06 dated 03/20/01
RELATED ACA STANDARDS:	EFFECTIVE DATE: February 11, 2016
	APPROVED: 

**I. AUTHORITY:**

This policy is issued in compliance with Ohio Revised Code 5120.01, which delegates to the Director of the Ohio Department of Rehabilitation and Correction the authority to manage all institutions and divisions of the Department and to establish such rules and regulations as he prescribes.

**II. PURPOSE:**

The purpose of this policy is to establish responsibility, procedures, and documentation for the demolition of structures on institutional/departmental property.

**III. APPLICABILITY:**

This policy generally applies to all persons employed by or under contract of employment with the Department of Rehabilitation and Correction who could be involved with the demolition of buildings. It specifically applies to all correctional institutions, Central Office and Ohio Penal Industries.

**IV. DEFINITIONS:**

**A/E** - Architect/Engineer

**CAMS** - The Bureau of Construction, Activation, Maintenance, and Sustainability

**DRC** - Department of Rehabilitation and Correction

**FAMS** - Fixed Assets Management System

**OFCC** - Ohio Facilities Construction Commission

**OOA** - The Office of Administration

**ORC** - Ohio Revised Code

**V. POLICY:**

It is the policy of the Ohio Department of Rehabilitation and Correction (DRC) to comply with the requirements of regulatory approving agencies before demolishing any structures that are located on DRC property.

**VI. PROCEDURES:**

- A. After a specific structure has been identified for demolition, the following procedures shall be implemented:
1. A formal letter of request to retire and demolish a structure must be prepared by the institution and submitted to the Chief of CAMS. This request must include the following information utilizing the Request Structure Demolition Form (DRC1736):
    - a. Description;
    - b. Location;
    - c. Structure age;
    - d. Justification for the request;
    - e. Operational impact;
    - f. Inventory number;
    - g. Previous renovation costs for the structure;
    - h. Projected cost of demolition; and
    - i. Proposed dispersment of the structure
  2. Once the request to demolish a structure is received, the Chief of CAMS or his/her designee shall be responsible for the following:
    - a. Determine whether or not the structure belongs to DRC;
    - b. Assign Project Manager to inspect structure; and
    - c. Obtain Ohio Historical Society's informational determination about the historic status of significance of structure to be demolished.
  3. The request shall be reviewed by the Real Estate Coordinator, Chief of CAMS and Deputy Director of Administration will have final approval. Information shall be gathered from the Ohio Historical Society regarding the historical status of the building. The approval or disapproval of the project shall be documented on the Recommendation of Demolition Request Form (DRC1737).
  4. If the Deputy Director approves the request, the CAMS Chief or his/her designee shall be responsible for the following:
    - a. Local Administration – if demolition cost is less than 1.5M

- i. Obtain the local administration authorization from OFCC.
    - ii. If the demolition requires the professional design services, the Bureau of CAMS business office shall advertise and contract the A/E services according to ORC153.
    - iii. At the completion of design, the Bureau of CAMS business office shall advertise and contract the demolition services.
    - iv. A Project Manager from the Bureau of CAMS shall be assigned to oversee the demolition.
  - b. OFCC Administration – if demolition cost is 1.5M or above
    - i. Send a request to OFCC;
    - ii. Public Works shall provide the inspector/appraiser to review the request and visit the site and structure;
    - iii. If the demolition requires a professional design service, OFCC shall select an Architect/Engineer, write a contract, and oversee the demolition.
5. Notify DRC & DAS – the Office of Administrative Management and DRC Asset Management shall remove the structure from the capital inventory of the institution.
  6. Notify the Office of Budget and Management of the demolition.
  7. Remove from FAMS Inventory.

**Department Related Forms:**

Request Structure Demolition Form	DRC1736
Recommendation of Demolition Request	DRC1737