




Department of
Rehabilitation & Correction

SUBJECT: Demolition of Structure on Institution Property	PAGE <u> 1 </u> OF <u> 3 </u>
	NUMBER: 21-CAM-06
RULE/CODE REFERENCE: ORC 149.31, 149.301, 149.53, 153.65, 5120.01	SUPERSEDES: 21-CAM-06 dated 02/25/2018
RELATED ACA STANDARDS:	EFFECTIVE DATE: September 14, 2020
	APPROVED: 

I. AUTHORITY

Ohio Revised Code 5120.01 authorizes the Director of the Department of Rehabilitation and Correction, as the executive head of the department, to direct the total operations and management of the department by establishing procedures as set forth in this policy.

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 applies to all persons employed by or under contract of employment with the Ohio Department of Rehabilitation and Correction (ODRC) who may be involved with the demolition of buildings. It specifically applies to all Ohio correctional institutions, Operation Support Center (OSC), and Ohio Penal Industries (OPI).

IV. DEFINITIONS

None

V. POLICY

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

VI. PROCEDURES

A. After a specific structure has been identified for demolition, the following procedures shall be implemented:

1. When a structure is identified for demolition, the Request Structure Demolition (DRC1736) is to be completed by the institution and submitted to the Bureau of

Construction, Activation, Maintenance and Sustainability (CAMS) chief. This request must include the following information:

- 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 disassembly of the structure.
2. Once the request to demolish a structure is received, the Bureau of CAMS chief/designee shall be responsible for the following:
- a. Determine whether the structure belongs to ODRC;
 - b. Assign a project manager to inspect structure; and
 - c. Obtain Ohio History Connection informational determination about the historic status of significance of structure to be demolished.
3. The request shall be reviewed by the real estate coordinator and Bureau of CAMS chief with the Office of Administration (OOA) deputy director having final approval. Information shall be gathered from the Ohio History Connection regarding the historical status of the building. The approval or disapproval of the project shall be documented on the Recommendation of Demolition Request (DRC1737).
4. If the OOA deputy director approves the request, the Bureau of CAMS chief/designee shall be responsible for the following:
- a. Local Administration – if demolition cost is less than \$1.5 million
 - i. Obtain the local administration authorization from Ohio Facilities Construction Commission (OFCC).
 - ii. If the demolition requires a professional design service, the Bureau of CAMS fiscal operations or project manager shall proceed with contracting these services according to Ohio Revised Code 153.
 - iii. At the completion of design, the Bureau of CAMS fiscal operations or project manager 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 \$1.5 million 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 A/E, write a contract, and oversee the demolition.
5. Notify ODRC & DAS – the Office of Administrative Management and ODRC Asset Management shall remove the structure from the capital inventory of the institution.
6. Notify the Office of Budget and Management (OBM) of the demolition.
7. Remove from the Fixed Assets Management System (FAMS) Inventory.

Department Related Forms:

Request Structure Demolition Form	DRC1736
Recommendation of Demolition Request	DRC1737