

**MUSCOGEE NATION
POLICY & PROCEDURES LETTER**

New Construction, Renovations, Remodeling of Structures	5-010 FACILITIES MANAGEMENT May 2013
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POLICY

- 1.01 The purpose of this policy is to establish standard and consistent guidelines relating to the construction, alteration, relocation, replacement, repair, use and occupancy, removal and demolition of every building or structure or any appurtenances connected or attached to such buildings or structures under the responsibility of GSA, and Secretary of Interior Affairs.
- 1.02 GSA has an exclusive responsibility to maintain Tribal Facilities; this includes landscaping, renovations, remodels and general maintenance. This does not apply directly to Chartered Communities and their properties. Additional policies for that purpose shall be developed.
- 1.03 The Office of Interior Affairs has the responsibility of Construction Oversight, by and through its scope of responsibilities as established by the Organizational Chart, signed by the Principal Chief and delegating authorities to the Secretary of Interior Affairs, which Tribal Construction Services serves as the technical and oversight component.
- 1.04 Tribal Construction Services is hereby authorized and directed to enforce the provisions of the International Building Code. Tribal Construction Services shall not have the effect of waiving requirements specifically provided for in the International Building Code.
- 1.05 Tribal Construction Services shall make all of the required inspections or shall have the authority to accept reports of inspection by **QUALIFIED** agencies or individuals. Reports of such inspections shall be in writing and be certified by a responsible officer of such **QUALIFIED** agency or individual.

PROCEDURES

- 2.01 The Office of Interior Affairs will be responsible for approving the construction, alteration, relocation, replacement, repair, use and occupancy, removal and demolition of every building or structure or any appurtenances connected or attached to such buildings or structures.
- 2.02 All departments that wish to the construct new facilities, alter, relocate, replace, renovate, remove and demolish any facility utilized by the Muscogee (Creek) Nation service programs or Governmental Buildings, shall complete the request for services application(**5-010-Exhibit A**) (found in appendix).
- 2.03 The request for services shall be submitted to GSA; then forwarded to Tribal Construction Services.

- 2.04 The completed form requesting services will be forwarded to the Office of Interior Affairs for review and approval.
- 2.05 If the request is approved, Tribal Construction Services will direct construction accordingly with reference to the International Building Code.
- 2.06 The renovations of structures altering the structural integrity of existing facilities shall NOT occur without assessment(s) by Licensed Professional Engineers, scope of work, and construction documents bearing the seal and signature of such Licensed Professional Engineer.
- 2.07 The Tribal Construction Services will work with GSA or other such entities of the Administration to establish cost estimates, means and methods for performance of work, and inspection services to assure works completed are performed to an acceptable standard established by the International Building Code (IBC), latest adopted edition pursuant to Tribal Law.

Approved: December, 2012

Revised: N/A