

**UNIVERSITY OF HOUSTON SYSTEM  
ADMINISTRATIVE MEMORANDUM**

**SECTION: General Administration**  
**AREA: Facilities and Physical Plant**  
**SUBJECT: Temporary Buildings**

**NUMBER: 01.B.03**

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1. PURPOSE

[Board Policy 45.04](#) establishes guidelines for permanent buildings erected by the System. This document sets out approval guidelines to ensure that temporary buildings or structures are aesthetically acceptable and appropriate to the campus.

2. POLICY

2.1. A temporary building or structure is one which, as evidenced by its type of construction, has been erected or placed at a site for a specific function and a specific period of time supporting an event or activity with a known termination date, after which it is agreed that the building shall be removed. No temporary building or structure shall be erected at any component university without prior approval of the appropriate component university official.

2.2. Any such structure which shall remain in place for two weeks or less, shall be approved on a case by case basis by the Vice Chancellor for Administration and Finance or the component university's chief financial officer or another person designated by the component university President. The component university's facilities director should be consulted relative to utilities and location of existing utilities which might be compromised by a temporary structure.

2.3. Any such structure that shall remain in place for more than one week shall be approved by the component university President.

2.4. The approvals referred to in Section 2.2. and 2.3. shall be in writing and shall include:

- a. The name of the requesting person and organization;
- b. The proposed location;
- c. The proposed use;
- d. The proposed time limit;
- e. A statement that the requesting person or organization will maintain the structure in a good, safe condition while in use; and
- f. A statement that the person or organization will remove the temporary structure at the end of the agreed upon time and restore to the original condition any grounds, pavings, etc. damaged by the erection of the structure.

2.5. EXCEPTIONS

Board Policy 45.04 and this document do not apply to the temporary buildings and structures required during the course of construction or renovation of permanent buildings.

3. REVIEW AND RESPONSIBILITIES

Responsible Party: Associate Vice Chancellor for Plant Operations

Review: Every three years, on or before March 1

4. APPROVAL

Approved: Arthur K. Smith

Date: January 30, 2002

5. INDEXING TERMS

Temporary Buildings  
Temporary Structures