



**SUBJECT**

Establishment of Policy in Facilities Development Division

**PIN:** 11

**Effective:** 5/30/1995

**Revised:** 6/09/2011



**POLICY**

Only those issues which have been put in writing and signed by a Deputy Division Chief or the Deputy Director of Facilities Development Division (FDD), constitute Facilities Development Division Policy.

Any informal or verbal practices sufficiently important to merit policy status should be submitted in writing to a Deputy Division Chief or the Deputy Director for consideration.

Program flexibilities, approval of alternate materials and methods and alternate means of construction for individual projects are not subject to this PIN.

When innovations occur that cause policy changes or when new policy is required for consideration, staff may suggest policy changes in writing. Formal approval as FDD Policy will result in a Code Application Notice (CAN), Policy Intent Notice (PIN), Standard Operating Procedure (SOP), or will be incorporated into the California Building Standards Code. New policies will be circulated in writing to all FDD staff.

Original Signed	06/09/11
Paul Coleman	Date