

Home Improvement Program (HIP) Request

Terms of Approval

- (1) Home Improvement projects will only take place in an assigned leased house, with the approval of KAUST Accommodation Services.
- (2) Adherence to KAUST standard codes and safety notices in all buildings where work is being undertaken, in accordance with the approved drawings.
- (3) Upon commencement of works, inspections may be carried out routinely by Accommodation Services.
- (4) It is the requestor's responsibility to agree a cost and schedule the work with KAUST Facilities Management or independent contractor. Interactions, costs and schedules of work agreed fall outside the remit of Accommodation Services following approval of the HIP request.
- (5) Any changes in design, structure, location or materials approved require a new approval from Accommodation Services. Unauthorized changes will result in compliance action being taken including the removal of installations and stopping related works at the requestor's expense.
- (6) KAUST reserves the right to complete or remove unfinished works at the requestor's expense following a resident's departure from KAUST or unit reassignment whichever is the sooner.
- (7) No work on the project will start until the occupant receives written approval through a signed HIP form from Accommodation Services.
- (8) Unadopted approved installations will be removed and the unit returned to the original condition upon vacating the unit. If applicable, KAUST will carry out corrective actions and recover costs from the resident following a resident's departure from KAUST or unit reassignment whichever is the sooner.
- (9) Without exception, works associated with approved home improvement projects should adhere to prevailing relevant KAUST policies and procedures including FM project requirements.