

# **E & G Building Maintenance Services Policies and Procedures**

## **1. PURPOSE**

To establish budget guidelines for the provision of routine maintenance to supported E & G facilities.

## **2. INTENTION**

1. The University Facilities annual budget forecast for building maintenance will be based upon:

- a. Historical data for routine maintenance.
- b. The Deferred Maintenance Plan developed in collaboration with building managers/department liaisons.
- c. Regulatory compliance mandates.
- d. Increased maintenance requirements resulting from planned capital or grant funded alterations.

1. Basic services, as defined in 3.1, 3.2, 3.3 will be provided to customers without charge – exceptions list attached.

2. Special events, resulting in costs beyond basic services will be chargeable to the sponsoring, permitting or responsible organization.

3. Vandalism or criminal damages. University Facilities will fund immediate repairs and seek supplemental allocation to restore budget shortages.

4. All capital equipment purchases must be approved through the capital budget.

5. University Facilities to be chartered to issue/obtain all appropriate permits for all university property.

## **3. DEFINITIONS**

1. Basic Services- All repair, preventative maintenance, grounds maintenance and custodial services to ensure a safe, attractive, functional and efficient environment. Basic services result from normal daily usage and the effects of nature rather than special events or vandalism.

2. Repair- Those actions needed to return an item, system or area to intended function or use.

3. Preventative Maintenance- Proactive measures designed to ensure continuity of service and forestall deterioration.

4. Restoration- Return of an item, system or area to original condition or appearance.

5. Renovate- Preserving original function of an item, system or area employing state of the art components.

6. Conversion/Installation- Functional change of an item, system or area through emplacement of new materials.

7. Vandalism (Criminal Damages)- Willful acts resulting in loss or damage to university property.

## 4. SUMMARY OF CHARGES TO CUSTOMERS

Services Provided	University Facilities Labor	University Facilities Provided Materials	Regulatory Inspection	Design / Specifications Estimating	Supervision & Management
1. Preventative Maintenance	N/C	N/C	N/C	N/C	N/C
2. Basic Services. Ticket or Work Request	N/C	N/C	N/C	N/C	N/C
3. Investigate Suspected Deficiency / Hazard	N/C	N/C	N/C	N/C	N/C
4. Special Event	C	C	C	C	C
5. Vandalism / Criminal Damages	Note 1	Note 1	Note 1	Note 1	Note 1
6. Install Convenience & Aesthetic Items	C	C	C	C	C
7. Initial Project Feasibility Study	N/A	N/A	N/A	N/A	N/A
8. Detailed Design and Cost Estimating	C	C	C	C	C
9. Restore / Renovate / Conversion / Installation	C	C	C	C	C
10. Outdoor Contractor	Per Contract	Per Contract	C	As Needed	C

**Note 1.** University Facilities effect immediate repair. Seek reimbursement from responsible party.

**N/C** = No charge

**C** = Charged to project

### ***SPECIAL MAINTENANCE SYSTEMS***

Not provided under Facilities budget

#### **Systems:**

- Fume Hoods
- Air Compressors
- Deionized Water
- Growth Chambers Built-in Refrigerators
- Special Fire Protection (Halon)
- Dry Piping
- Specialized Climate Control vs. Ordinary HVAC

- \* Gas Systems (both fuel & scientific)
- \* Three Phase Electrical Systems
- \* Kitchens/Break Areas
- \* Emergency Generator/UPS

University Facilities will provide services to the above areas as requested and be reimbursed by originating department for direct costs.