

# E & G Building Maintenance Services Policies and Procedures

## I. PURPOSE

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

## II. INTENTION

- A. The University Facilities annual budget forecast for building maintenance will be based upon:
  - 1. Historical data for routine maintenance.
  - 2. The Deferred Maintenance Plan developed in collaboration with building managers/department liaisons.
  - 3. Regulatory compliance mandates.
  - 4. Increased maintenance requirements resulting from planned capital or grant funded alterations.
- B. Basic services will be provided to customers without charge
- C. Special events, resulting in costs beyond basic services will be chargeable to the sponsoring, permitting, or responsible organization.
- D. Vandalism or criminal damages: University Facilities will fund immediate repairs and seek supplemental allocation to restore budget shortages.
- E. All capital equipment purchases must be approved through the capital budget.
- F. University Facilities to be chartered to issue/obtain all appropriate permits for all university property.

## III. DEFINITIONS

- A. Basic Services- Repair, preventive 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.
- B. Repair- Those actions needed to return an item, system, or area to intended function or use.
- C. Preventive Maintenance- Proactive measures designed to ensure continuity of service and forestall deterioration.
- D. Restoration- Return of an item, system, or area to original condition or appearance.
- E. Renovate- Preserving original function of an item, system, or area employing state of the art components.
- F. Conversion/Installation- Functional change of an item, system, or area through emplacement of new materials.
- G. Vandalism (Criminal Damages)- Willful acts resulting in loss or damage to university property.