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.