



MR&R

MAINTENANCE, REPAIR, AND RENOVATIONS

University Facilities (UF)

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Approved by: Brett Dalton, updated Todd Barnette

This document establishes official Procedure for planning and funding backlog maintenance.

Background

The maintenance backlog at college and university campuses has been a recurring topic and challenge for facilities organizations for many decades. Clemson University is no stranger to this challenge. Clemson's plan for addressing this backlog is a continuous assessment of buildings and their components to prepare for an annual allocation of Maintenance Repair and Renovation (MR&R) funds and targeted capital renewal funding when available. MR&R funding is an annual allocation provided through the assessment of a special student fee specifically targeted for the non-routine or recurring maintenance and repair of E&G facilities and major equipment replacement associated with the building systems. Capital renewal funding is a separate allocation.

Annual Project List Development

Since annual funding is far less than the annual maintenance and capital renewal needs, a process must be followed annually to determine the highest priority projects that will be funded from the current year's allocation. Projects that correct life safety and code deficiencies are assigned the highest priority followed by those that protect building envelopes and arrest continued deterioration of infrastructure. Project priorities result from Facilities' ongoing building assessment program that identifies needs over a ten-year



time period. Program enhancements and general space improvements are not appropriate for MR&R funding and are addressed through major renovation projects in the Comprehensive Permanent Improvement Plan (CPIP) process.

The timeline for annual MR&R cycle is as follows:

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| May | University Facilities reviews the current building assessment information to prepare a list of highest priority projects in light of anticipated funding available. The review consists of fact-checking current assessment data with appropriate University Facilities staff. Project needs are reviewed and coordinated with the CPIP, the IAQ/HVAC project backlog, and emergent needs requiring repairs and renovations. University Facilities reviews the revised MR&R project list with members of the University Facilities Advisory Committee (UFAC) for their input and guidance. |
| August | University Facilities submits the MR&R project list to the EVP for approval. |
| March - May | If an MR&R project is estimated to cost \$1M or above (Permanent Improvement Projects – PIP's), University Facilities submits the project to the Board of Trustees for approval prior to submitting the project to the state. Typically, MR&R projects are under \$1M. |
| July - August | MR&R funds are available. University Facilities plans to execute non-PIP projects on the MR&R list. |

NOTE: Although the MR&R cycle is an annual process, many of the projects (particularly the PIP's) take more than a year to design and construct. Also, projects are prioritized based on a preliminary estimate provided by University Facilities or a cost consultant. Since some projects cost more and others less than estimated, minor re-allocation of funds between projects is often necessary to ensure projects have sufficient funds for completion and unused balances are utilized effectively to reduce the backlog of maintenance and repair.