

12.0 Facilities Maintenance

GOAL 1: TO MAINTAIN AND IMPROVE A PHYSICAL ENVIRONMENT CONDUCIVE TO TEACHING, LEARNING, AND RESEARCH IN A WAY THAT IS SUSTAINABLE, EFFICIENT, AND PROTECTS THE UNIVERSITY'S CAPITAL INVESTMENTS

Objective 1.1: Maintain the level of performance for the exterior, interior and building systems as described in the standards for construction.

Policies	Status	Benchmarks	Recommendations
Policy 1.1.1: The Physical Plant Division shall be responsible for the operation, maintenance, grounds and utilities of all Education and General (E&G) and Health Science Center (HSC) buildings. In addition, the Physical Plant Division shall be responsible for minor renovations in E&G buildings. The Physical Plant Division shall be responsible for all site utilities for E&G, IFAS, Housing, Shands and University Athletic Association buildings on the main campus and the Eastside Campus.	Ongoing	The Physical Plant Division continues to provide these services except for minor renovations in E&G buildings, which have transferred to the Planning, Design and Construction Division.	Modify – delete responsibility for minor renovations; clarify that HSC building responsibilities include certain UF-maintained clinics
Policy 1.1.2: The IFAS Facilities Operations shall be responsible for the operation, maintenance, and minor renovation of the buildings, building utilities, and grounds of the IFAS portion of the campus.	Ongoing	The IFAS Facilities Operations continues to provide these services.	Retain
Policy 1.1.3: The Facilities Planning and Construction Division shall be responsible for minor renovations for all Health Science Center buildings.	Ongoing	The FPC has been renamed Planning, Design and Construction, and is now also responsible for minor renovations in E&G buildings.	Modify – update Division name and add responsibility for E&G minor renovations
Policy 1.1.4: The Department of Housing and Residence Education Facilities Management shall be responsible for the operation, maintenance, and minor renovation of the buildings and interior building utilities for all housing facilities.	Ongoing	The Dept. of Housing and Residence Education continues to provide these services	Retain

Policies	Status	Benchmarks	Recommendations
Policy 1.1.5: The J. Wayne Reitz Union Division shall be responsible for the operation, maintenance, and minor renovation of the buildings and interior building utilities for all facilities associated with the J. Wayne Reitz Union.	Ongoing	The J. Wayne Reitz Union operates and maintains the Union buildings, but the Planning, Design and Construction Division assists in managing minor projects.	Modify – amend to reflect PDC role in project management
Policy 1.1.6: Facilities of Shands Teaching Hospitals and Clinics, Inc. shall be responsible for the operation, maintenance, and minor renovation of the buildings and interior building utilities for all of the Shands Teaching Hospitals and Clinics, Inc. facilities located on lands in the jurisdiction of the campus master plan.	Ongoing	The Shands Teaching Hospitals and Clinics, Inc. continues to provide these services.	Retain
Policy 1.1.7: The University shall assure that facilities renovated, remodeled or constructed meet or exceed the criteria set forth in the most recent edition of the <u><i>University of Florida Design and Construction Standards</i></u> .	Ongoing	The university divisions responsible for project management ensure these standards are followed. Consolidation of minor projects within the Planning, Design and Construction Division further assure consistent application.	Retain

Objective 1.2: Maintain an inventory of the condition, use type, and capacity in each facility.

Policies	Status	Benchmark Data	Recommendations
<p>Policy 1.2.1: The Facilities Planning and Construction Division shall maintain the University space inventory with documentation on condition, use and capacity of all facilities in the Physical Facilities Space Files at The University of Florida. This inventory shall include data required for the State University System by the Florida Board of Governors. The Physical Plant Division shall assist in the E&G facility condition inventory necessary for the database.</p>	<p>Ongoing</p>	<p>The FPC (now Planning, Design and Construction) continues to provide this service with assistance on facility condition status from the Physical Plant Division for facility condition inventories. However, the condition data in the space inventory is not thorough enough to be considered a “facility condition inventory”.</p>	<p>Modify – update Division name; change “inventory” to “assessment”; add IFAS Facilities Operations provides inventory assessments for the database regarding facilities that IFAS maintains.</p>
<p>Policy 1.2.2: The Physical Plant Division shall provide for ongoing inspections of E&G buildings by department supervisory staff in conjunction with scheduled preventive maintenance and inspection of the various building components.</p>	<p>Ongoing</p>	<p>The Physical Plant Division continues to provide this service</p>	<p>Retain</p>
<p>Policy 1.2.3: The Physical Plant Division shall be responsible for conducting a comprehensive facilities condition audit for E&G and Health Science Center facilities and updating the audit at least every ten years with assistance from the Facilities Planning and Construction Division.</p>	<p>Ongoing</p>	<p>The Physical Plant Division continues to provide this service. The facility condition audit is an ongoing process that is not necessarily tied to a 10-year cycle. The next comprehensive assessment is targeted for completion by 2020.</p>	<p>Modify – remove 10-year reference; acknowledge that condition assessment is continuous; acknowledge that a comprehensive assessment will be complete by 2020</p>

Policies	Status	Benchmark Data	Recommendations
Policy 1.2.4: The IFAS Facilities Operations shall provide for ongoing inspections of buildings by department supervisory staff in conjunction with scheduled preventive maintenance and inspection of the various building components. Facilities Operations shall also provide for annual unit surveys and maintain its facilities condition audit data.	Ongoing	The IFAS Facilities Operations continues to provide this service.	Retain
Policy 1.2.5: The Department of Housing and Residence Education shall conduct annual and ongoing inspections of buildings in concert with supervisory staff and preventive maintenance schedules for individual building components. These inspections shall be recorded in the computerized maintenance work order system.	Ongoing	The Department of Housing and Residence Education continues to provide this service.	Retain
Policy 1.2.6: The Facilities Planning and Construction Division shall periodically review documentation of space use and capacity in each building, and provide this information to university administrators for evaluation of the most effective and efficient use of space.	Ongoing	The FPC (now Planning, Design and Construction) continues to provide this service on a continuous basis.	Modify – update Division name; change “periodically” to “continuously”
Policy 1.2.7: The University of Florida Physical Facilities Space Files data, maintained by the Facilities Planning and Construction Division, shall be integrated with the work order systems of the Physical Plant Division and IFAS Facilities Operations to identify maintenance needs.	Ongoing	The Facilities Space Files maintained by FPC (now Planning, Design and Construction) integrate with the work order system of PPD’s Maintenance and Management System for room location. However, integrated feedback for maintenance needs has not been achieved and may not be practical.	Modify – update Division name; clarify that the integration is for work order room location and does not provide maintenance feedback

Policies	Status	Benchmark Data	Recommendations
<p>Policy 1.2.8: The University shall evaluate all spaces in its inventory of classrooms, libraries and teaching and research laboratories and identify barriers to efficient and effective use. Facility deficiencies and obsolescence that inhibit efficient use shall be addressed through capital maintenance projects prioritized and scheduled for implementation through the Physical Plant Division or Facilities Planning and Construction Division, in coordination with the Offices of the Vice President for Finance and Administration, Senior Vice President for Health Affairs, Senior Vice President for Academic Affairs, and Senior Vice President for the Institute of Food and Agricultural Sciences.</p>	<p>Ongoing</p>	<p>Identification of facility maintenance activities are more decentralized with colleges and departments funding and requesting maintenance activities. The Physical Plant Division maintains facility condition audits and capital maintenance priorities in coordination with the Planning, Design and Construction Division. The senior administrators are not typically engaged in prioritizing capital maintenance priorities. An ideal process would be more proactive than reactive.</p>	<p>Modify – rework this policy to better describe the process as it exists with the Responsibility Centered Management (RCM) model and as a proactive process rather than reactive; update Division and Vice President names</p>

Objective 3.0: Identify and prioritize maintenance and improvement projects with a schedule for eliminating deficiencies to ensure that facilities meet University standards.

Policies	Status	Benchmark Data	Recommendations
<p>Policy 1.3.1: The Director of Physical Plant Division shall be responsible for establishing and maintaining a priorities system for programming maintenance and improvement projects. Projects receiving a high priority generally deal with health, fire and life safety issues, classroom condition, building envelope, building and facilities systems operation and reliability, maintenance cost reduction, energy conservation and campus/building appearance. These priorities shall be incorporated into the annual Capital Renewal Program and PECO Utilities/Infrastructure Improvements list with final approval from the Director of Physical Plant Division.</p>	<p>Ongoing</p>	<p>The Physical Plant Division continues to provide this service for E&G and HSC facilities and campuswide utilities with input from Environmental Health and Safety on fire and life safety issues.</p>	<p>Modify – delete “Director of”; note EH&S role in fire and life safety projects; note PPD responsibility limited to E&G, HSC and utilities; change final approval to Vice President Business Affairs; Replace “PECO Utilities/Infrastructure Improvements list” to “Fixed Capital Outlay Deferred Maintenance Request submitted to the Florida Board of Governors by the Planning, Design and Construction Division”</p>
<p>Policy 1.3.2: The Director of IFAS Facilities Operations shall be responsible for establishing and maintaining a priorities system for programming maintenance and improvement projects. Projects receiving a high priority generally deal with health and safety issues, building envelope including roofing, mechanical systems operation and reliability, operating and maintenance cost reduction and building appearance. These priorities shall be incorporated into the annual Capital Renewal Program and PECO Utilities/Infrastructure Improvements for IFAS Statewide facilities. The annual prioritized maintenance project list shall be approved by the IFAS Space and Facilities Committee</p>	<p>Ongoing</p>	<p>IFAS Facilities Operations continues to provide this service with input from Environmental Health and Safety on fire and life safety issues.</p>	<p>Modify – delete “Director of”; note EH&S role in fire and life safety projects; change final approval to Vice President Business Affairs; Replace “PECO Utilities/Infrastructure Improvements list” to “Fixed Capital Outlay Deferred Maintenance Request submitted to the Florida Board of Governors by the Planning, Design and Construction Division”; consistent with 1.3.1</p>

Policies	Status	Benchmark Data	Recommendations
<p>Policy 1.3.3: The Director of the Department of Housing and Residence Education shall be responsible for establishing and maintaining the annual review of deferred maintenance and capital improvements projects utilizing its <u>Housing Master Plan, 2005-2012</u>. Maintenance projects shall be included in the annual budget approved by the Director of Housing and Residence Education. Projects receiving a high priority generally deal with early detection and warning systems, emergency egress, personal security, health and safety, mechanical systems operation and reliability, operating and maintenance cost reduction and building appearance. In conjunction with development of the Capital Improvements Program, all key management personnel, the Family Housing Mayor's Council, the Inter-Residence Hall Association and Student Government provide input to the Director of Housing and Residence Education.</p>	<p>Ongoing</p>	<p>The Department of Housing and Residence Education continues to provide this service with input from Environmental Health and Safety on fire and life safety issues. The Department updates its Housing Master Plan regularly.</p>	<p>Modify – update reference for the most recent version of the Housing Master Plan”; note EH&S role in fire and life safety projects; replace “Director of Dept. of HRE” with “Associate Vice President for Student Affairs, Auxiliary Operations”; delete “Student Government”</p>
<p>Policy 1.3.4: The statewide list of building deficiencies includes both Deferred Maintenance and Minor Renovation/Repairs for all on-campus units, remotely located research units within Alachua County, and approximately 30 research centers, 4-H camps and demonstration units. Each need, as identified by these units, will be evaluated annually and prioritized for PECO funding with Major Project recommendations approved by the University of Florida Board of Trustees.</p>	<p>Ongoing</p>	<p>This policy is generally accurate, but redundant of other policies in the Facilities Maintenance and Capital Improvement Elements.</p>	<p>Delete</p>

Policies	Status	Benchmark Data	Recommendations
Policy 1.3.5: The University shall refer to Policies 1.14 and 1.15, and the future building sites and temporary buildings identified on Figures 13-1, 13-1.a and 13-3 of the Capital Improvements Element when identifying maintenance priorities in order to reduce investments in relatively short-term structures. Removal and replacement of buildings that are temporary or in serious disrepair shall be considered as a viable means to reduce deferred maintenance except in the case of historic properties as defined in Policy 5.4 of this Element.	Ongoing	Consideration of long-term functionality and obsolescence are considered prior to making investments in building maintenance activities. Temporary and obsolete buildings have been removed in the areas west of SW 34 th Street, around the Cancer-Genetics building and other locations on campus.	Retain – confirm Figure references and correct referenced policy numbers
Policy 1.3.6: The University’s ADA Compliance Office shall continue to assess existing facilities for ADA accessibility, and initiate special projects to correct any deficiencies.	Ongoing	The ADA Compliance Office continues to provide this service.	Retain
Policy 1.3.7: Maintenance and other facility improvement projects shall incorporate sustainable building concepts and energy efficiency, such as low water usage fixtures, window glazing, proper insulation, and new technologies that, at a minimum, to conform to the principles of the Leadership in Energy and Environmental Design (LEED) program of the U.S. Green Building Council.	Ongoing	Maintenance projects include sustainable principles as evidenced by LEED Existing Building certifications.	Modify – note that equivalent green building standards may be acceptable

Objective 1.4: Maintain a scheduled preventive maintenance program

Policies	Status	Benchmark Data	Recommendations
Policy 1.4.1: The Physical Plant Division will continue to utilize a comprehensive computerized maintenance management system. This system will provide for scheduled service, maintenance, and inspection of mechanical systems, life safety systems, motor pool, building envelope, equipment and building components, and site utility infrastructure on an ongoing basis.	Ongoing	The Physical Plant Division continues to provide this service,	Retain
Policy 1.4.2: The IFAS Facilities Operations preventive maintenance program will continue to provide scheduled service, maintenance, and inspection of mechanical systems, life safety systems, motor pool, building envelope, equipment and building components under its jurisdiction on an ongoing basis.	Ongoing	IFAS Facilities Operations continues to provide this service.	Retain
Policy 1.4.3: The Department of Housing and Residence Education Facilities Management will continue to coordinate the computerized maintenance work order system for the Department to provide scheduled service, maintenance, and inspection of mechanical systems, life safety systems, motor pool, building envelope, equipment and building components under its jurisdiction on an ongoing basis.	Ongoing	The Dept. of Housing and Residence Education continues to provide this service.	Modify – replace “motor pool” with “vehicle fleet”

Objective 1.5: Identify, designate and protect historic and archaeological resources.

Policies	Status	Benchmark Data	Recommendations
Policy 1.5.1: Continue to identify, designate and protect the university's historic and archaeological resources by complying with the provisions set forth in the programmatic memorandum of agreement with the State Division of Historic Resources pursuant to Section 267.061(2) Florida Statutes regarding maintenance, rehabilitation, remodeling, renovation and demolition activities.	Ongoing	Provisions of the memorandum of agreement are met in the university's maintenance, rehabilitation, remodeling, renovation and demolition activities. Monitoring and maintenance activities are ongoing for these resources.	Retain
Policy 1.5.2: Continue to maintain an inventory and evaluation of all archaeological and historic properties under University ownership that are included on the <u>National Register of Historic Places</u> .	Ongoing	Inventories exist and are maintained, including digital mapping and archival document storage.	Retain
Policy 1.5.3: Continue to maintain an inventory and evaluation of all archaeological and historic properties under University ownership that are potentially eligible for inclusion on the <u>National Register of Historic Places</u> , and update the programmatic memorandum of agreement with the State Division of Historic Resources pursuant to Section 267.061(2) Florida Statutes as needed when or if additional properties are added to the Register. The Preservation of Historic Buildings and Sites Committee and the Land Use and Facilities Planning Committee shall be consulted prior to the addition of any new university properties on the <u>National Register of Historic Places</u> .	Not Complete	Analysis of buildings approaching the 50yr age was prepared and reviewed by a subcommittee of the PHBSC in 2012. A draft report was transmitted to the FDHR in 2013; however the report has never been finalized or presented to the full PHBSC. The programmatic memorandum of agreement has not been updated although UF and FDHR staffs have discussed the need.	Retain

Policies	Status	Benchmark Data	Recommendations
<p>Policy 1.5.4: Prior to an historic property being demolished, rehabilitated or substantially altered in a way that may adversely affects its character, form, integrity or archaeological or historical value, the University shall consult with the Preservation of Historic Buildings and Sites Committee and the Land Use and Facilities Planning Committee, in addition to any other committee reviews called for through the standard project review process defined in the Implementation Element. For the purpose of this campus master plan, “historic property” shall be any property on the <u>National Register of Historic Places</u>, any building identified on Figure 1-2, or any property deemed eligible for inclusion on the <u>National Register of Historic Places</u> based on its being at least 50-years of age and having received a review from the State Division of Historical Resources documenting its historical significance. For property that is on the <u>National Register of Historic Places</u>, the University shall also consult the Florida Department of State's Division of Historical Resources to avoid or mitigate adverse impacts, and undertake any appropriate salvage or recovery action as required by the programmatic memorandum of agreement.</p>	Ongoing	Construction projects comply with this policy including new construction, renovations, additions, and demolitions.	Retain
<p>Policy 1.5.5: The Physical Plant Division, in collaboration with the College of Design Construction and Planning, shall explore development of a cyclical maintenance program for historic structures and implement the program as feasible.</p>	Not Complete	This policy reflected a grant-funded project in the CDCP that was active over 2003-2005. Ultimately, the grant did not result in the anticipated tools to implement this policy. The university’s standard preventive maintenance routines keep these buildings in good condition.	Delete

Policies	Status	Benchmark Data	Recommendations
Policy 1.5.6: The University shall develop and implement training programs and reference materials for use by maintenance staff, supervisors, contractors and building occupants regarding proper maintenance and restoration procedures specific to University of Florida historic structures.	Not Complete	This policy reflected a grant-funded project in the CDCP that was active over 2003-2005. Ultimately, the grant did not result in the anticipated tools to implement this policy. The university's standard maintenance routines and use of less abrasive "green" cleaning supplies keep these buildings in good condition.	Modify – reword to address ongoing maintenance that protects the historic materials of the building including the use of less abrasive "green" cleaning products and other gentler methods of cleaning

Objective 1.6: Protect and improve air quality through the proper control and reduction of airborne pollutants.

Policies	Status	Benchmark Data	Recommendations
Policy 1.6.1: The University shall monitor indoor and outdoor air quality, and minimize emissions of air pollutants from and within buildings by adhering to the Fume Hood Policy and Indoor Environmental Quality Policy developed and implemented by the Environmental Health and Safety Office.	Ongoing	The Environmental Health and Safety Office continues to provide this service.	Retain
Policy 1.6.2: The University shall continue to comply with the regulations set forth in the Clean Air Act, Title 40 Code of Federal Regulations (CFR) as applicable.	Ongoing	The University continues to comply with these regulations as applicable.	Retain