

12.
FACILITIES MAINTENANCE ELEMENT

Introduction

The mission of the University of Florida Physical Plant Division and IFAS Facilities Operations is to maintain a physical environment conducive to teaching, learning and research at the university. Other university divisions have similar responsibilities for specific facilities, as identified herein. The University's preventive maintenance activities are designed to minimize functional failures in the physical environment so that the university community is not interrupted in pursuit of its educational and research objectives. Facility maintenance must also address the long-term viability of a structure and the health, fire and life safety requirements of its occupants.

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.

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 including certain UF Health clinics. 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.

Policy 1.1.2: The IFAS Facilities Operations shall be responsible for the operation, maintenance, and minor construction projects for the buildings, building utilities, and grounds of the IFAS portion of the campus.

Policy 1.1.3: The Planning, Design and Construction Division shall be responsible for minor construction projects for all Health Science Center and E&G buildings.

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.

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. The Planning, Design and Construction Division shall be responsible for managing certain minor renovations on behalf of the J. Wayne Reitz Union.

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 their facilities located on lands in the jurisdiction of the campus master plan.

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 *University of Florida Design and Construction Standards*.

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

Policy 1.2.1: The Planning, Design and Construction Division shall maintain the University space inventory with documentation on 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 inventory and assessment, and IFAS Facilities Operations shall assist in the IFAS facility inventory and assessment necessary for the database.

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.

Policy 1.2.3: The Physical Plant Division shall be responsible for conducting continuous facilities condition assessments for E&G and Health Science Center facilities, and will provide a comprehensive assessment by 2020 with assistance from the Planning, Design and Construction Division.

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.

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.

Policy 1.2.6: The Planning, Design and Construction Division shall continuously 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.

Policy 1.2.7: The University of Florida Physical Facilities Space Files data, maintained by the Planning, Design and Construction Division, shall be integrated with the work order systems of the Physical Plant Division and IFAS Facilities Operations.

Policy 1.2.8: The University shall assess spaces in its inventory of classrooms, libraries and teaching and research laboratories and identify barriers to efficient and effective use. Facility deficiencies that inhibit efficient use shall be addressed by colleges, departments and other units through capital maintenance projects implemented through the Planning, Design and Construction Division. Obsolete facilities shall be recommended for demolition in coordination

with the Offices of the Vice President for Business Affairs, Senior Vice President for Health Affairs, Senior Vice President for Academic Affairs, and Senior Vice President for the Institute of Food and Agricultural Sciences.

Objective 1.3: Identify and prioritize maintenance and improvement projects with a schedule for eliminating deficiencies to ensure that facilities meet University standards.

Policy 1.3.1: The Physical Plant Division shall be responsible for establishing and maintaining a priorities system for programming maintenance and improvement projects for E&G, and Health Science Center buildings and campuswide utilities with input on fire and life safety issues from the Environmental Health and Safety Office. Projects receiving a high priority generally address 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 Fixed Capital Outlay Critical Deferred Maintenance Request submitted to the Florida Board of Governors by the Planning, Design and Construction Division upon approval from the Vice President for Business Affairs.

Policy 1.3.2: The IFAS Facilities Operations shall be responsible for establishing and maintaining a priorities system for programming maintenance and improvement projects for IFAS buildings with input on fire and life safety issues from the Environmental Health and Safety Office. 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 Fixed Capital Outlay Critical Deferred Maintenance Request submitted to the Florida Board of Governors by the Planning, Design and Construction Division for IFAS Statewide facilities upon approval from the Vice President for Business Affairs.

Policy 1.3.3: The Associate Vice President for Student Affairs, Auxiliary Operations shall be responsible for establishing and maintaining the annual review of deferred maintenance and capital improvements projects utilizing the most recent Housing Master Plan and input on fire and life safety issues from the Environmental Health and Safety Office. Maintenance projects shall be included in the annual budget approved by the Associate Vice President for Student Affairs, Auxiliary Operations. 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, and the Inter-Residence Hall Association provide input to the Associate Vice President for Student Affairs, Auxiliary Operations.

Policy 1.3.4: The University shall refer to Policies 1.1.13 and 1.1.14, and the future building sites identified on Figures 13-1, 13-1.a, 13-1.b, 13-1.c and 13-2 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 1.5.4 of this Element.

Policy 1.3.5: The University's ADA Compliance Office shall continue to assess existing facilities for ADA accessibility, and initiate special projects to correct any deficiencies.

Policy 1.3.6: 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 conform to the principles of the Leadership in Energy and Environmental Design (LEED) program of the U.S. Green Building Council or similar green building certification programs including certifications that may be developed specific to the University of Florida and/or Florida State University System.

Objective 1.4: Maintain a scheduled preventive maintenance program.

Policy 1.4.1: The Physical Plant Division will continue to utilize a comprehensive computerized maintenance management system. This system provides 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.

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.

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, vehicle fleet, building envelope, equipment and building components under its jurisdiction on an ongoing basis.

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

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 Historical Resources pursuant to Section 267.061(2) Florida Statutes regarding maintenance, rehabilitation, remodeling, renovation and demolition activities.

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 National Register of Historic Places.

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 National Register of Historic Places, 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 National Register of Historic Places.

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 National Register of Historic Places, any building identified on Figure 1-2, or any property deemed eligible for inclusion on the National Register of Historic Places 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 National Register of Historic Places, 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.

Policy 1.5.5: The University shall continue to develop and implement cleaning and maintenance protocols for use by maintenance staff, supervisors, contractors and building occupants such as using less abrasive “green” cleaning products to ensure proper protection of historic materials in University of Florida historic structures.

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

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.

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.