

Virginia State University  
Policies Manual

Title: Facility Modification / Maintenance Policy

Policy: 5900

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**Purpose**

The purpose of this policy is to outline procedures for the initiation, funding, and approval of University facility modifications and improvements. This policy is designed to ensure the optimal condition of campus facilities and the prudent management of financial resources. The policy applies to all departments and all facilities that are owned, leased or operated by the University.

**Authority, Responsibility and Duties**

- A. The President is responsible for allocation of all university space. The President has delegated to the Vice President for Finance the authority to enforce this policy acting in conjunction with the Facilities and Space Allocation Committee and the Department of Facilities and Capital Outlay for non-capital outlay projects.
- B. The Vice President for Finance is the final approving authority for all major projects. Approval will be based upon the overall benefit(s) of the project in support of the mission of the University.
- C. The Vice Presidents have responsibility for evaluating and approving all major projects submitted within their division for appropriateness, support of unit objectives and adequate funding.
- D. The Director of Facilities Management is responsible for ensuring that proper action is taken to accomplish all necessary work required to maintain University facilities in a state of repair adequate to support the mission of the University.
- E. Facilities Management is responsible for coordinating all aspects of daily maintenance activities. This includes accomplishing emergency maintenance, preventive maintenance, routine maintenance, and assigned major projects. In the event that a separate maintenance contract is directly awarded by the University, it will be the responsibility of the user organization to oversee and coordinate maintenance activities.
- F. Facilities and Capital Outlay is responsible for reviewing all major projects and all major maintenance projects, consulting when necessary with the individual initiating the request, providing estimated project costs, except Capital Outlay projects, coordinating the building permit process through Capital Outlay, developing the project schedule, and coordinating the accomplishment of assigned projects.
- G. The Director of Capital Outlay is responsible for providing an estimate of project costs, developing project schedules and coordinating the accomplishment of major projects and maintenance reserve projects that involve design by outside consultants.
- H. Building Managers are departmental designees appointed by the building's dean or department head and approved by the appropriate Vice President.
- I. Building Managers are responsible for initiating work requests for all maintenance in their buildings.
- J. Emergency maintenance requests should be called in directly to Facilities Management.

Virginia State University  
Policies Manual

Title: Facility Modification / Maintenance Policy

Policy: 5900

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- K. Virginia State University Policies Manual Title: Facility Modification / Maintenance Policy: 5900 Revision  
Date: 11/10/06 Page No: 2
- L. Building Managers will work closely with Facilities Management to ensure that buildings are kept in a good state of repair.
- M. Building Managers are responsible for informing all building occupants of maintenance activities that will affect building operations (i.e., electrical power outages).
- N. Building Managers should also coordinate the locking/unlocking of their buildings as directed by the Department of Police and Public Safety.

### Definitions

- A. **Capital Outlay.** "Capital Project" means the acquisition or proposed acquisition of property, including any improvements thereto, a new construction project or improvements to state-owned property, a renovation, maintenance or repair project, an equipment acquisition or improvements to state-leased property that are financed by public funds and which typically exceed \$1,000,000 in value for State, and \$2,000,000 for Higher Education according to the 2016 CPSM.
- B. **Emergency Maintenance.** Maintenance or repair requiring immediate action to prevent personal injury or property damage.
- C. **Income Producing Events.** An external group that generates revenue for the sponsoring department or organization. The presence of the group requires housekeeping, landscaping, and/or maintenance services to spend extra, unplanned hours to maintain campus facilities.
- D. **Major Maintenance.** Repair/replacement of major equipment or building systems items that are necessary for the continued utilization of the facility. These projects do not modify or alter the function of a facility.
- E. **Major Projects.** Work that modifies or alters the function of any university facility, or portion thereof. Major projects typically include: renovations, the installation/removal of wall/doors, and the connection of new equipment requiring utilities changes/accommodations (Equipment Trust Fund items, instructional technology, etc.). These projects are differentiated from Major Maintenance Projects (i.e., HVAC equipment replacement, building painting, maintenance reserve projects, etc.) that address facility repair needs. Major projects may be designated as, and fall under, the purview of the University Capital Outlay Department.
- F. **Maintenance Reserve Project.** A project which involves major repair or replacement to buildings or equipment, normally costing from \$25,000 to \$1,000,000 which serves to extend the useful life of the facility. Maintenance Reserve Projects include the repair or replacement of damaged or inoperable equipment, components of infrastructure, or existing utility systems; correction of deficiencies that are required to conform with building and safety codes or those regulations associated with hazardous condition corrections; or correction of deficiencies in

Virginia State University  
Policies Manual

Title: Facility Modification / Maintenance Policy

Policy: 5900

---

fire protection, energy conservation, and handicapped access. Maintenance Reserve projects may be designated as, and fall under, the purview of the University Capital Outlay Department.

- G. Deferred Maintenance Project.** When unperformed planned maintenance, repairs, replacement, and renewal projects are deferred due to a lack of resources or perceived low priority. Deferral of this maintenance activity results in a progressive deterioration of the facility condition or performance and the cost of the deterioration including capital costs, operating costs, and productivity losses is expected to increase if the activity continues to be deferred. Deferred Maintenance Projects normally cost less than \$25,000.
- H. Routine Maintenance.** Normal upkeep and repair required to maintain facilities including housekeeping, maintenance, landscaping, and utility service operations. This includes Preventive Maintenance (routine inspections, cleaning, adjustment, etc.), and Deferred Maintenance (repairs delayed due to lack of resources).
- I. VUSBC.** Virginia Uniform Statewide Building Code. Compliance with the VUSBC is required for all construction/renovation projects in accordance with the mandated annual permit process.

### **Policy Statements**

All modifications to campus facilities must be accomplished through coordination with Capital Outlay Director in order to ensure safe and efficient University facilities. This policy addresses major projects, routine maintenance, income producing events, and departmental improvements. It should be noted that all work involving modification of a University facility is required to be coordinated through Facilities Management in order to ensure compliance with all applicable University, state, or federal standards/regulations (see Exhibit A, "Project Initiation Form").

#### **A. Major Projects**

- i. Individual departments are responsible for obtaining the funding necessary to accomplish their major projects (based upon estimates including the cost for development of estimates). Capital Outlay will prepare cost estimates and will normally respond in fourteen days. Projects that require design by outside consultants and/or are funded by capital accounts will usually be accomplished by the Capital Outlay Department. All other projects will be designated for accomplishment by Facilities Management. Capital Outlay will initiate any building permit (if required).
- ii. Anticipated major project work should be thoroughly discussed with the department and approved through the applicable Vice President prior to initiating the work request. Major Project work requests must clearly state the nature and location of the building modifications required. If a specific deadline applies, it must be so noted on the work request. Accomplishment time frame is subject to program needs/requirements, the availability of manpower, materials, contractual services and the priorities of concurrent projects as determined by Facilities Management and Capital Outlay. A major project should be submitted by Facilities and Capital Outlay to the Facilities and Space Allocation Committee as a work request prior to beginning the work.
- iii. In the event that a unit requires a project for which departmental or divisional funding is not available, the project may be submitted by the requesting department as part of the University's annual operating budget process. Projects funded through this mechanism will normally be restricted to larger projects, which – while

Virginia State University  
Policies Manual

Title: Facility Modification / Maintenance Policy

Policy: 5900

---

less than capital in scope – are beyond what could reasonably be accommodated within the unit's annual operating budget.

- iv. Approved projects will be scheduled and communicated to all concerned by Facilities or Capital Outlay. The project schedule will be established after consideration of manpower, materials and concurrent projects. Projects will be scheduled on a year round basis and will not be limited to periods between semesters. The Building Manager will be responsible for the notification of non-availability of affected facilities to users and if necessary, obtaining alternate facilities.
- v. All maintenance reserve and anticipated major maintenance projects will be listed on the Capital Outlay comprehensive plan, which will be updated, on an ongoing basis to provide an overview of anticipated needs. Deferred maintenance will generally be performed by the Facilities Management group in accordance with University needs.

**B. Routine Maintenance**

- i. Routine maintenance requests should be directed to the Building Manager. Building Managers will initiate an electronic work request. A written work request form can be submitted if electronic access is not available. Work requests must clearly state the nature and location of the problem. If a specific deadline applies, it must be noted on the work request form.
- ii. Maintenance response is subject to the availability of manpower, materials and the priorities of concurrent projects. Normal initial response time is 10 working days for routine service request. Estimates will be provided prior to performing work only if specifically noted on the Work Request Form.
- iii. Preventive maintenance work will automatically be initiated by Facilities Management as scheduled maintenance.

**C. Emergency Maintenance**

- i. All emergency maintenance requests should be submitted to Facilities Management by telephone (x5451) from 8:00 am to 5:00 PM. Monday through Friday: after these hours call 524-5451. The exact nature and location of the emergency should be identified to ensure that the maintenance staff can make a prompt response. Only emergency requests will be handled by telephone.
- ii. Funding for emergency maintenance will be determined by the Vice President for Finance or his designee.
- iii. The Vice President for Finance can act to address an emergency situation and report the incident to the Facilities and Space Allocation Committee at its next session.

Virginia State University  
Policies Manual

Title: Facility Modification / Maintenance Policy

Policy: 5900

**D. Special Events**

- i. When any department or organization hosts a campus event, the department or organization is responsible for any non-routine expenses related to the event the department or organization is required to submit a work request to alert Facilities Management of the event and to request services. Prior to submitting the work request to Facilities Management, the requesting department or organization must communicate with the Special Events Coordinator to ensure that the proposed event does not conflict with some other planned event.
- ii. The Director of Conference Services will work closely with departments and organizations to ensure that external events are identified, communicated and adequately supported by facilities staff as required.
- iii. The installation of tents and temporary structures require review and approval by the Director of Capital Outlay in accordance with the Construction and Professional Services Manual (CPSM) requirements. The sponsoring department or organization is responsible for all costs associated with these reviews, approvals and permitting.

**References**

Construction & Professional Services Manual, April 20, 2016.

DEB Notice 030311 – Building Permit Policy for Construction of State Owned Buildings and Structures

Approved By: \_\_\_\_\_



**President**

Date: \_\_\_\_\_



Virginia State University  
Policies Manual

Title: Facility Modification / Maintenance Policy

Policy: 5900

**Exhibit A**



**PROJECT INITIATION FORM**

VIRGINIA STATE UNIVERSITY

**DATE:**

**PROJECT NAME:**

**Project No.:**

*From Capital Outlay*

<b>Project Sponsor:</b>	<i>Requestor/Sponsor Name</i> <i>Department</i> <i>Phone Number</i>
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**Project Description:** *Describe project scope of work, attach any drawings:*

  
  
  
  
  

<b>Project Priority:</b>	Low	Medium	High	<i>highlight cell in grey shading for priority level</i>
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High Priority Justification:

  
  
  

**Current Project Status:**

  
  

**Funding and Budget:** *Attach Documentation*

<b>Funding Source:</b>			
<b>Estimated Costs : Design</b>	<b>Construction/Equip.</b>	<b>Contingency</b>	<b>Total</b>
\$0	\$0	\$0	\$0

Virginia State University  
Policies Manual

Title: Facility Modification / Maintenance Policy

Policy: 5900

<b>Project Schedule Impact</b>					
Requested Completion Date:	Design: <u>  0  </u> calendar days	Construction: <u>  0  </u> calendar days			
<b>Contracted Services:</b>	Y	N	<b>State Approval</b>	Y	N
	<b>Date:</b>		<b>Comments:</b>		
<b>Design Team:</b>	<b>Firm Name</b>			<b>Rep.</b>	
Consultant	N/A				
Sub-Consultant					
<b>Construction Team:</b>					
Sub-Consultant					
Sub-Consultant					
Supplier, Other					

<b>Project Initiation Approvals</b>	
Comments:	
_____	_____
Requestor Signature	Date

Comments: Approved – Disapproved <i>circle one</i>	
_____	_____
Dean/Department Head Signature	Date

Comments: Approved – Disapproved <i>circle one</i>	
_____	_____
Director, Capital Outlay Signature	Date

Comments: Approved – Disapproved <i>circle one</i>	
_____	_____
Director, Facilities Management Signature	Date

Comments: Approved – Disapproved <i>circle one</i>	
_____	_____
Vice President, Finance Signature	Date