

2.17 FACILITIES MAINTENANCE ELEMENT

Goals, Objectives and Policies

GOAL 1: To implement planned and routine maintenance programs which will extend the useful life of all buildings and prevent premature capital outlay for replacement. Through managed maintenance, Facilities and Safety will support facilities to provide the University community with a safe environment beneficial for teaching, research, and service.

OBJECTIVE 1.1: To establish the acceptable use and capacity of each building.

POLICY 1.1.1: The use and capacity of each building shall be determined by the Vice President for Administration and Finance and his staff. The Space Planning Analysis and Assessment team (SPAA) shall maintain documentation on the use and capacity of all facilities in the UCF Space Report.

POLICY 1.1.2: The Vice President in charge of a facility desiring to change the use and or capacity of that facility shall meet with the Vice President of Administration and Finance and his staff to determine that the use is acceptable to the University.

OBJECTIVE 1.2: To establish the desired level of performance for building components.

POLICY 1.2.1: The exterior walls, windows, and doors of campus buildings shall be expected to last the life of the building with maintenance as scheduled in Objective 1.3. Roofs shall be expected to last twenty (20) years under normal weather conditions, with maintenance as scheduled in Objective 1.3 of this Element.

POLICY 1.2.2: The interior walls, floors, stairs, doors, windows, and frames of campus buildings shall be expected to last the life of the building, with maintenance as scheduled in Objective 1.3.

POLICY 1.2.3: The structural, plumbing, and electrical systems of campus buildings shall be expected to last the life of the building, with maintenance as scheduled in Objective 1.3. HVAC systems are expected to last fifteen (15) years, and elevators shall be expected to last twenty (20) years, with maintenance as scheduled in Objective 1.3.

POLICY 1.2.4: The exterior walls of buildings shall be brick or masonry, with a sealer and primer applied to a stucco finish. Exterior doors and window frames shall be metal.

POLICY 1.2.5: HVAC ducts shall not be internally lined with fiberglass or fibrous materials.

POLICY 1.2.6: Roofs shall be sloped and shall be single ply membrane, modified Bitumen or standing seam or other approved systems. Re-roofing

2.17 FACILITIES MAINTENANCE ELEMENT

Goals, Objectives and Policies

projects shall consider spray-on polymer coatings with a twenty (20) year warranty.

OBJECTIVE 1.3: To establish a preventative maintenance schedule for campus facilities.

POLICY 1.3.1: Facilities Operations and Sustainability and Energy Management shall be responsible for the operation and maintenance of the buildings, and the utilities for the E&G and Housing areas of campus in accordance with the UCF Design, Construction, and Renovation Standards. Facilities Operations shall provide oversight for the operation and maintenance of auxiliary buildings as required.

POLICY 1.3.2: Auxiliary units shall be responsible for the operation, maintenance, and cleaning of auxiliary buildings on campus in accordance with the UCF Design, Construction, and Renovation Standards. These units shall include, but are not limited to, Student Development and Enrollment Services, Business Services, and Athletics.

POLICY 1.3.3: Leased trailers on campus shall be the responsibility of the Vice Provost for Academic Affairs.

POLICY 1.3.4: The University shall assure that the UCF Design, Construction, and Renovation Standards are met when renovating, remodeling or constructing buildings on campus. The UCF Design, Construction, and Renovation Standards, the Florida Building Code and the UCF Maintenance Standards shall be followed.

POLICY 1.3.5: Exterior walls, windows, doors, and exposed metal structures shall receive routine maintenance every eight (8) years. Roofs shall receive routine maintenance every year.

POLICY 1.3.6: Interior walls shall be repainted, carpet shall be replaced, and suspended acoustical ceilings shall be replaced on an as-needed basis, as funding becomes available.

POLICY 1.3.7: Systems: HVAC systems shall receive monthly maintenance. Lab hoods and exhaust fans shall be maintained every six (6) months. Lab showers and eyewashes shall be tested quarterly. Backflow preventers shall be tested yearly. Electrical systems shall receive maintenance every five (5) years.

POLICY 1.3.8: Elevators shall receive a basic inspection monthly. Mandated changes shall be accomplished, as funding becomes available. A renovation shall be completed once in the life of the elevator.

OBJECTIVE 1.4: To establish priorities for maintenance and improvement projects.

2.17 FACILITIES MAINTENANCE ELEMENT

Goals, Objectives and Policies

POLICY 1.4.1: Facilities and Safety, Facilities Quality Assurance and Quality Control, or Facilities Operations shall identify maintenance and improvement projects on an ongoing basis. A master list of prioritized Critical Deferred Maintenance projects shall be maintained and, as funding becomes available, strategies will be devised to make corrections. The Facilities Quality Assurance and Quality Control Office shall inspect all buildings and materials labs yearly and shall input maintenance and preventative work orders in the Computerized Maintenance System for follow up action.

POLICY 1.4.2: In the first quarter of every year, fifteen (15) buildings shall be inspected by Facilities Operations, Environmental Health and Safety, Facilities Planning and Construction, and Student Disability Services for possible deficiencies.

POLICY 1.4.3: Facilities Operations shall maintain buildings using a computerized system that shall address preventive maintenance items by issuing work orders on a scheduled basis. This system shall identify scheduled service, maintenance and inspection of mechanical systems, life safety systems, and building components. Building cleaning maintenance shall be based on task assignments for daily, semester, or annual project work.

POLICY 1.4.4: Facilities Operations, in conjunction with Housing and Residence Life shall identify and prioritize major repair and renovation projects for the residence halls on campus. Corrections shall be made as funding becomes available.

POLICY 1.4.5: Immediate threats to the health, safety, and welfare of faculty staff, and students as identified by the State Fire Marshal, the Department of Environmental Health and Safety, Facilities Operations, Facilities Planning and Construction, or Facilities Quality Assurance and Quality Control shall receive immediate attention.

POLICY 1.4.6: Buildings scheduled for major interior renovations shall not receive minor interior improvements within twelve (12) months prior to the renovation, unless they are health and safety welfare concerns.

OBJECTIVE 1.5: To establish a schedule for eliminating deficiencies relating to current standards.

POLICY 1.5.1: At least 90 percent of E&G facility-related life safety code violations shall be corrected within 90 days of being identified, as funding becomes available.

POLICY 1.5.2: A minimum of two (2) buildings every year for the next 20 years shall be re-roofed, as funds become available.

2.17 FACILITIES MAINTENANCE ELEMENT

Goals, Objectives and Policies

POLICY 1.5.3: Fire code violations shall be corrected within one (1) year of being identified, as funding becomes available.

POLICY 1.5.4: Building code violations shall be corrected within one (1) year of being identified, as funding becomes available.

POLICY 1.5.5: All asbestos abatement shall be completed as funding becomes available.

POLICY 1.5.6: All lead-based paint in buildings to be renovated shall be identified and removed as funding becomes available.

Maintenance of University Facilities

Facilities Operations maintains the University's facilities in order to support the academic mission of the University. By establishing proactive routines, preventive and planned facility maintenance programs, Facilities Operations will extend the useful life of all buildings and prevent premature capital outlay for replacement. On an annual basis, each building on campus is surveyed to evaluate its "Building System Condition." This ongoing assessment is critical in providing a cost-effective operation by deterring the accumulation of deferred maintenance on campus. Routine data gathered includes: building name, number, age, exterior and interior materials, roof and structural systems, as well as, the condition of the building envelope, HVAC, elevator, electrical, and plumbing systems. Recently the University has contracted with an outside consultant (ISES Corporation) to develop detailed condition assessment reports on all major buildings. These facilities condition assessment reports have become an invaluable tool when renovating existing buildings.

As new construction is funded, Facilities Operations assists in establishing the University's needs regarding planning and construction of future facilities. This allows the University to be in a positive position when meeting future challenges and handling opportunities effectively. The role of Facilities Operations is to focus on the new buildings' systems to insure they are consistent with the University's Design, Construction, and Renovation Standards. All University buildings must have proven engineering designs with standard building systems components, so that they can be integrated into the existing campus maintenance programs.

As building deficiencies are identified, Facilities Operations works in collaboration with Facilities Planning and Construction and Environmental Health and Safety to address building issues. Subject to the availability of funding, issues regarding SREF, life safety codes, ADA compliance, hazardous materials (including asbestos, lead-based paints and other environmental or hazardous materials), roof management, and energy efficiency are prioritized and addressed.

Operations and Work Flow

In January 2013, the Facilities Operations Maintenance unit completely redesigned its workflow process and transitioned from a trade, and shop-oriented formation to a zone based structure. The new zone structure is designed to place a team of individuals who possess all the necessary skill sets in a particular geographic zone of the main campus that they are responsible for maintaining. This redesign allows the employees to report to work in the zone to which they are assigned and enables them to remain within their respective work zones throughout their assigned shifts. All materials and equipment needed to perform their necessary tasks are found within their zone. There are a total of four zones or teams within the academic core of the main campus. Two of the teams cover the majority of the western and northern portions of the campus, with shop space located in the Teaching Academy and Communications buildings respectively. The

2.17 FACILITIES MAINTENANCE ELEMENT

Data and Analysis

remaining two teams are located near the Main Utility Plant and these serve the southern sector of the campus.