Disclaimer: On-line versions of this or any other Facilities Operations Department policies are not official. Official, signed policies are filed in the Facilities Operations Department Administrative Office.

Purpose

The purpose of this policy is to define responsibility for maintenance and repair of the physical plant facilities and equipment.

UCHSC Facilities Operations is responsible for the management of the Building Maintenance and Operations (BMO) program for all UCHSC physical plant facilities and equipment as defined below. Funding for this program is provided annually in the Facilities Operations accounts in the UCHSC Unrestricted Fund budget.

Applicable Campus: Health Sciences Center

Policy

I. BMO items funded by Facilities Operations include the labor and materials required for the maintenance and repair of existing facilities and building systems. The primary BMO items funded by Facilities Operations include:

A. Major Utility Components for the operation and control of building systems.

1. Heating, ventilation, and air conditioning (HVAC) systems and associated equipment, including steam lines, steam condensate lines, chilled water lines, duct work, starters, variable speed drives, motors, conduit, intake and exhaust fans, HVAC filters, thermostats, control panels, bearings, belts, pumps, air washers, cold rooms (repairs only, replacements are not covered).

2. Electrical transmission and distribution systems and associated equipment, including feeder and subfeeder switches, generators, transformers, attached exterior lighting and interior lighting for occupied and common areas, and fire alarm systems.

3. Water and sewer transmission, and distribution systems and associated equipment, including pumps, valves, drains, faucets, fire line systems, standpipes, drinking fountains, domestic hot water, heat exchangers, etc.

4. Natural gas transmission and distribution systems and associated equipment.
B. Operational Support and Life Safety Systems
   1. Elevators
   2. Fire extinguishers
   3. Central natural gas systems utilized in laboratories on campus
   4. Central air vacuum systems.
   5. Central deionized water production and distribution
   6. Central oxygen distribution systems
   7. Cold and warm rooms (does not include complete replacement)
   8. Lock systems, doors and auto doors for all common building entrances and exits
   9. Eye wash and emergency showers
   10. Egress and exit lighting

C. Structural exterior repairs to roofs, downspouts, drains, brickwork, concrete, and sidewalks.

D. Structural interior building repairs to foundations and windows; and the doors, walls, floors, and ceilings in public, common, and multi-use spaces (such as gross anatomy labs).

E. Site grounds including lawns, trees, shrubs, snow removal, irrigation systems, trash removal, etc.

II. Minor Repair and Painting Program

A minor repair and painting program for the campus was established by Facilities Operations. This program is dependent on availability of funds and manpower resources.
A team of painters/plasterers, carpenter, locksmith, and pipe mechanic trades perform maintenance and preventive maintenance in corridors, building system equipment rooms, and public spaces in, and around, campus buildings. Maintenance includes items as:
Wall patching and plastering
Painting
Ceiling and floor tile replacement
Door hardware and lock adjustment and repair
Signs in public areas
Roof and flashing repair including gutter and downspout clean out
General fluorescent and incandescent light bulb replacement (excluding desks, freestanding wall systems lights and power, fume hoods, germicidal and other special lamps) and installation
Maintenance of fixtures and holders in public restrooms

III. Funding Allocation and Priorities

Due to funding limitations, BMO resources are allocated on a priority basis, with all major building utility systems (air, water, sewer, electricity and gas) and life, safety and operational support systems being the highest priorities. All other work, including interior building repairs, is accomplished on a 'fund availability basis.' It should be noted that general repair includes labor and material. The materials utilized refer to replacement parts of the existing utility and support systems. The BMO funding limitation does not provide for total replacement of major utility and support systems. Funding for replacement of physical plant equipment and building systems is provided by the State's Controlled Maintenance Program or by the UCHSC capital projects budgeting process.
IV. Items not funded under BMO accounts include:

A. The maintenance and repair of all office, health care, research and associated special unattached equipment for the various programs and departments at UCHSC. This includes, but is not limited to, all research lab equipment, R.O. (Reverse Osmosis) systems, filters on compressed air machines, centrifuges, incubators, mixing valves, any department-specific or specialty equipment, and lab-specific equipment that provides a supplemental utility (i.e. vacuum, heating, cooling, electrical, HEPA and specialty filters etc.). The maintenance and repair of equipment of this nature is the responsibility of the departments utilizing such equipment.

B. Refrigerators, freezers, ultra-colds, cage washers, dishwashers, etc.

C. Remodeling, and cosmetic repairs of specific internal department work or service areas.

D. Repairing, changing or adding locks to doors, cabinets, desks, etc. for specific work or service areas.

E. Brackets and shelving for department work areas.

F. Parking lot and parking structure lights and general maintenance items.

G. Wiring and electrical hookups for research equipment.

H. Internal and external directional and building signs.

I. Hooks and support hardware for flowerpots, pictures, wall hangings, etc.

J. Blackboards and other classroom aids.

K. Coat racks.

L. Repair of office furniture or equipment.

M. Any system, equipment, space or building misused or damaged by an individual or department may not be covered by Facilities Operations accounts.

N. Steam and electric sterilizers.

O. Fume hoods other than airflows.

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References: