



CAMPUS ADMINISTRATIVE POLICY JUSTIFICATION

Policy Title: Facilities Management Building Maintenance Responsibilities

Policy Number: 3034 **Functional Area:** General Administration

Date Submitted: January 17, 2020

Proposed Action: Approve Review

Brief Description: This policy provides guidelines on funding for maintenance and repair of physical plant facilities and equipment.

Desired Effective Date: January 1, 2022

Last Reviewed/Updated: January 17, 2020

Reviewing Office: Executive Vice Chancellor for Administration and Finance | CFO, University of Colorado Anschutz Medical Campus
Vice Chancellor for Finance and Business Operations, CFO University of Colorado Denver

Responsible Officer: Associate Vice Chancellor for Facilities Management

Policy Contact: Layna Johnson

Applies to: University of Colorado Anschutz Medical Campus
University of Colorado Denver

Reason for Policy: This policy establishes the guidelines to help define funding responsibility (Facilities Management or the individual department/unit) for maintenance and repair of the physical plant facilities and equipment. It also informs how Facilities Management prioritizes the maintenance and repair needs funded by Building Maintenance and Operations.

I. REASON FOR PROPOSED ACTION

Policy was reviewed as part of the semi-annual review process. The current Circuit Management Review process was included (Section C.1.c) and funding/staff resources priority for Minor Repair and Painting (Section C1.a) was clarified.

II. STAKEHOLDER ENGAGEMENT IN THE POLICY REVIEW

Executive Vice Chancellor for Administration and Finance | Chief Financial Officer, University of Colorado Anschutz Medical Campus (T. Carrothers, 2-6-20)

Senior Vice Chancellor for Administration and Finance | Chief Financial Officer, University of Colorado Denver (J. Sobanet, 2-1-20)

AVC Facilities Management (J. Cambell 1-31-20)

Academic Planning Coordinator (M. Heredia, ongoing involvement)

Policy Coordinator (J. Speed, ongoing involvement)

III. LEGAL REVIEW

A. Do you think legal review would be required for these proposed changes?

No

IV. FISCAL REVIEW Are there any financial (human resources, technology, operations, training, etc.) or other resource impacts of implementing this policy (e.g., cost savings, start-up costs, additional time for faculty or staff, new systems, or software)? **No**