



**Campus Administrative Policy**

**Policy Title: Facilities Operations Building Maintenance Responsibilities**

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

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Effective: January 1, 2007  
Date Last Amended/Reviewed: January 1, 2007  
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Supersedes: Facilities Operations Anschutz Medical Campus  
(January 3, 2005)

Approved by: Teresa Berryman  
Vice Chancellor

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Responsible Officer: Assistant Vice Chancellor for Facilities Operations

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

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**A. INTRODUCTION**

University of Colorado Denver and University of Colorado Anschutz Medical Campus Facilities Operations is responsible for the management of the Building Maintenance and Operations program for all CU Denver | CU Anschutz (“university”) physical plant facilities and equipment as defined below. This policy is applicable to all buildings/sites owned or leased for use by the university. The university monitors the physical environment of building interiors, equipment, or other devices. This policy does not extend to affiliate sites where the University of Colorado Hospital or other property managers control these systems. Funding for this program is provided annually in the Facilities Operations accounts in the university Unrestricted Fund budget.

**B. POLICY STATEMENT**

The University has established the following guidelines to help define funding responsibility - Facilities Operations or the individual department – for maintenance and repair of the physical plant facilities and equipment. In addition, these guidelines include

information concerning how Facilities Operations prioritizes the maintenance and repair needs funded by Building Maintenance and Operations.

## C. PROCEDURES

1. Building Maintenance and Operations items funded by Facilities Operations include the labor and materials required for the maintenance and repair of existing facilities and building systems. The primary Building Maintenance and Operations items include:
  - a. Major Utility Components for the operation and control of building systems.
    - i. Heating, ventilation, and air conditioning 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).
    - ii. Electrical transmission and distribution systems and associated equipment, including feeder and sub feeder switches, generators, transformers, attached exterior lighting and interior lighting for occupied and common areas, and fire alarm systems.
    - iii. 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.
    - iv. Natural gas transmission and distribution systems and associated equipment.
    - v. Campus infrastructure including steam and chilled water.
  - b. Operational Support and Life Safety System
    - i. Elevators
    - ii. Fire extinguishers
    - iii. Central natural gas systems utilized in laboratories on campus
    - iv. Central air vacuum systems.
    - v. Central deionized water production and distribution
    - vi. Central oxygen distribution systems
    - vii. Cold and warm rooms (repairs only, does not include complete replacement)
    - viii. Lock systems, doors and auto doors for all common building entrances and exits
    - ix. Eye wash and emergency showers
    - x. 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.

## 2. Minor Repair and Painting Program

- a. A minor repair and painting program for the campus was established by Facilities Operations. This program is dependent on availability of funds and staff resources.
- b. A team of painters/plasterers, carpenters, 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 such as:
  - i. Wall patching and plastering
  - ii. Painting
  - iii. Ceiling and floor tile replacement
  - iv. Door hardware and lock adjustment and repair
  - v. Signs in public areas providing general information (i.e. room number ranges, restrooms, etc.)
  - vi. Roof and flashing repair including gutter and downspout clean out
  - vii. General fluorescent and incandescent light bulb replacement (excluding desks, freestanding wall systems lights and power, fume hoods, germicidal and other special lamps) and installation
  - viii. Maintenance of fixtures and holders in public restrooms

## 3. Funding Allocation and Priorities

Due to funding limitations, Building Maintenance and Operations 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 Building Maintenance and Operations 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 CU Denver capital projects budgeting process.

- 4. Items not funded under Building Maintenance and Operations accounts, but available to departments by submitting job requests (pay-for-service) to Facilities Operations include, but not limited to:

- a. Maintenance and repair of all office, health care, research and associated special unattached equipment for the various programs and departments at the university. This includes, but is not limited to, all research lab equipment, Reverse Osmosis systems, filters on compressed air machines, centrifuges, incubators, mixing valves, any department-specific or specialty equipment, and lab or departmental-specific equipment that provides a supplemental utility (i.e. vacuum, heating, cooling, electrical, HEPA (High Efficiency Particulate Absolute) 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, etc.
- c. Remodeling, and cosmetic repairs of specific internal department work or service areas including, but not limited to painting, carpet, window coverings, and full spectrum lighting.
- 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 or additional office equipment.
- h. External building signs and internal signs specific to individual departments.  
General Public signage is funded by Building Maintenance and Operations.
- 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.
- n. Steam and electric sterilizers.

- o. Fume hoods other than airflows.

In order to ensure that maintenance and repair of facilities and equipment are performed as required and funded appropriately, access and complete appropriate forms online at the Facilities Operations website. For immediate or emergency needs, contact Facilities Dispatch at 303-315-7941 or email [dispatch@ucdenver.edu](mailto:dispatch@ucdenver.edu).

## Notes

1. Dates of official enactment and amendments:  
January 3, 2005: Adopted by Vice Chancellor  
January 1, 2007: Revised  
May 22, 2019: Modified
2. History:  
May 22, 2019: Modified to reflect a Campus-wide effort to recast and revitalize Campus policy sites into a standardized and more coherent set of chaptered policy statement organized around the several operational divisions of the university. Article links, University branding, and formatting updated by the Provost's office.
3. Initial Policy Effective Date: January 3, 2005
4. Cross References/Appendix: N/A