

Policy Regarding Maintenance, Repair, and Replacement to University Physical Plant Property

PURPOSE: To assure that modifications, alterations, additions, repairs and replacements to the physical plant property of the University are accomplished in accordance with University specifications and standards by authorized personnel.

POLICY: All modifications, alterations, additions, repairs, and/or replacements to the Physical Plant Property and associated equipment of the University, regardless of the source of such funding shall be the responsibility of the Physical Facilities Department. Such work is to be accomplished under the direction of the Physical Plant Department by:

- (1) The appropriate technician employed by the University and designated by the Physical Plant Department.
- (2) Where the technical requirements, scope of the work, and/or time constraints dictate, Commercial contractors may be engaged but only under specifications and conditions determined by and under the supervision of the Plant Department. The need to have a particular job accomplished more quickly than can be achieved by the then existing work schedule of Plant Department shall not in and of itself mandate that a commercial contractor be used. This decision shall be made only after weighing the additional costs (beyond that of doing the task with University personnel) and the priority/necessity of the priority time schedule requested.

When a commercial contractor is engaged, the responsibility of the Plant Department shall at a minimum be:

- (1) Selection/approval of contractor.
- (2) Issuance of purchase order/work order.
- (3) Establish and approve all job requirements and specifications.
- (4) Monitor compliance during the work in process.
- (5) Approve all payments - regardless of funding source.

DEFINITION OF PHYSICAL PLANT PROPERTY:

- I. BUILDINGS
 - (A) SYSTEMS
 1. Heating
 2. Ventilation
 3. Air conditioning
 - (a) Central
 - (b) Room
 4. Electrical
 - (a) Power
 - (b) Lighting
 - (c) Emergency systems
 - (d) Alarm systems

(e) General wire distribution

II. OTHER THAN BUILDINGS

(A) Exterior equipment (i.e. compactor etc.)

(B) Lighting

(C) Wiring and communication cable

(D) Fencing

(E) General grounds equipment (bench, seating, etc.)

III. GROUNDS

(A) Grass and planted areas

(B) Walks, drives, paved surfaces

(C) Playing fields

IV. UTILITY DISTRIBUTION SYSTEMS