

FLORIDA	OFFICIAL
POLYTECHNIC	UNIVERSITY
UNIVERSITY	ACADEMIC POLICY

Subject/Title: Maintenance of University Properties
FPU Policy Number: FPU-9.0031 P
<input checked="" type="checkbox"/> New Policy <input type="checkbox"/> Major Revision of Policy <input type="checkbox"/> Minor Technical Revision of Policy
Date First Adopted: December 15, 2014
Date Revised:
Responsible Division/Department: Finance and Planning
Initiating Authority: Bertha P. Alexander, Assistant Vice President

A. APPLICABILITY/ACCOUNTABILITY:

This policy applies to all facilities and buildings owned and operated by Florida Polytechnic University and is consistent with Board of Governors regulation 1.001 that directs the Board of Trustees to administer a program for the maintenance and construction of facilities.

B. POLICY STATEMENT:

The day to day services provided by the Department of Construction & Facilities (the Department) allow the University to operate and maintain University facilities in an efficient and cost effective manner conducive to a safe environment and consistent with the University’s mission. The Department’s responsibilities include resource management, maintenance, custodial and utility services, grounds and landscaping and building access control. The Department employs reporting procedures utilizing historical data, as well as requests for emergency/unplanned maintenance, to enhance operational efficiency and effectiveness; to manage space usage; to support event planning; to plan for required maintenance; and to prioritize maintenance based on University needs.

Specifically, the Department of Construction & Facilities:

1. Schedules and plans the required grounds treatments to support the University’s landscape program by conducting weekly assessments of the campus.
2. Monitors building access via the electronic access control system to support scheduled events and safe operation of the buildings.
3. Schedules cleanings based on operational needs and inventory product usage and conducts quality assessments of custodial crews.
4. Manages the billing and payment of utilities including electricity, water, sewer and gas.
5. Educates students, faculty, and staff to assist in efforts toward energy efficiency.
6. Coordinates facility improvements, additions, and accommodations to ensure efficient use of University space and facilities.
7. Procures and plans for assistance by external service providers, as appropriate, for required or unplanned/emergency maintenance.
8. Involves professional design/construction consultants in the event a deferred maintenance item will involve an expanded scope of work, or a more specialized upgrade (i.e. roof

replacement, moisture intrusion remediation, upgrades to or replacement of critical building systems, etc.)

C. PROCEDURES:

1. Requesting unplanned maintenance services. Unplanned maintenance requests are sent to facilities@flpoly.org . Requests are received, prioritized, and scheduled. All emergency and unplanned maintenance will be completed in a timely manner in order to maintain normal operations. Once scheduled, the Department will send a follow up email to the requestor to update the status of their request and notify the requestor when the work will be performed.
2. Emergency/Urgent maintenance requests. In the event that a request needs immediate attention, the requestor should contact the Department directly by phone so that the request can be assessed. When appropriate, the Department **will** use an emergency response program that is designed to bring the University back to safe operation in an expeditious manner.

POLICY APPROVAL	
Policy No.: 9.0031P	
<u>Bertha P. Alexander</u>	<u>12-15-14</u>
Initiating Authority	Date
<u>Kirsten Allan</u>	<u>12-15-14</u>
Policies and Procedures Review Committee Chair	Date
<u>Mave</u>	<u>12-15-14</u>
President/Designee	Date
Approved by FPU BOT, if required	_____
	Date