

FINANCIAL AFFAIRS POLICY

Topic: Deferred Maintenance Policy		
Policy #: 000.00	Version: Revision 1.0	Effective Date: 12/01/2010

Background:

During 2004 and 2005 The University of Alabama contracted with ISES Corporation for the inspection of the majority of the facilities on campus. The inspection identified Deferred Maintenance and Capital Renewal projects. The results of the inspections were classified by priority and building systems. Priority identifies the urgency to execute the project. Building systems are broken down into Fire/Life Safety; Health; Accessibility; Exterior; Heating Ventilation and Air Conditioning (HVAC); Electrical; Interior Finishes; Plumbing; Site; Vertical Transportation and Security Systems.

Funding Sources:

Auxiliaries, Athletics, Housing and Residential Communities and other self-funded units are responsible for funding Deferred Maintenance and Capital Renewal for their facilities. With proper departmental approval, Deferred Maintenance and Capital Renewal projects may also be funded from any other appropriate account in the University's chart of accounts.

After receiving approval from the Board of Trustees, the Office of the Vice President for Financial Affairs and Treasurer provides funds for deferred maintenance for academic and administrative buildings.

Project Selection:

The Assistant Vice President for Facilities and Grounds and the Assistant Vice President for Construction Administration will prepare the Annual Deferred Maintenance Plan and will submit it for approval to the Executive Vice President and Provost and the Vice President for Financial Affairs and Treasurer. The plan covers the next five years. The following type of projects will be included in the maintenance plan:

- Building envelope (roof, windows, foundation, and exterior walls).
- Improve the reliability or restore the central HVAC, vertical transportation, plumbing and electrical building systems.
- Electrical, potable water, natural gas, sanitary sewer, storm water systems.
- Interior finishes (ceiling, painting and replacement of flooring) in public spaces, such as entry ways, hallways, restrooms and stairwells.
- Interior finishes in classrooms will be approved by the Provost.
- Accessibility projects as recommended by the Accessibility Committee.
- Life Safety systems.
- Code upgrade and modernizations to major building systems.

The following projects will not be funded with Deferred Maintenance funding:

- Painting and replacement of flooring in offices
- Installation of dedicated air conditioning systems in computer labs and server rooms.
- Furniture
- Installation, repairing or changing location of equipment, such as, electric fans, window air conditioners, teaching aids, that are not integrated into the building systems listed above.
- Fabricating shelves & equipment, nonscheduled painting, changing ventilation equipment, adding electrical service.
- Adaptation of the space from its current use to an alternative use.



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Project Approval:

After the Annual Deferred Maintenance Plan has been approved by the Executive Vice President and Provost and the Vice President for Financial Affairs and Treasurer, it will be submitted to the Board of Trustees as part of the Annual Capital Development Plan (ACDP). Following approval of the ACDP by the Board, the Assistant Vice President for Facilities and Grounds and the Assistant Vice President for Construction Administration will approve the expenditure of funds.

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Definitions:

Deferred Maintenance: Replacing a building systems or its component after its useful or design life has expired. Building component could be in failure mode. (refer to specific UA definition above for DM policy)

Capital Renewal: Replacing a building system or its component at the end of its useful life.

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Priority Class:

Priority 1 – Currently Critical (Immediate)

Projects in this category require immediate action to:

- a. Return a facility to normal operation
- b. Stop accelerated deterioration
- c. Correct a cited safety hazard

Priority 2 – Potentially Critical (Year One)

Projects in this category, if not corrected expeditiously, will become critical within a year. Situations in this category include:

- a. Intermittent interruptions
- b. Rapid deterioration
- c. Potential safety hazards

Priority 3 – Necessary – Not Yet Critical (Years Two to Five)

Projects in this category include conditions requiring appropriate attention to preclude predictable deterioration or potential downtime and the associated damage or higher costs if deferred further.

Priority 4 – Recommended (Years Six to Ten)

Projects in this category include items that represent a sensible improvement to existing conditions. These items are not required for the most basic function of a facility; however, Priority 4 projects will either improve overall usability and/or reduce long-term maintenance.