

**2.17 Facilities Maintenance Element
Goals, Objectives and Policies
2010-2020 Campus Master Plan Update**

GOAL 1: To implement planned and routine maintenance programs which will extend the useful life of all buildings and prevent premature capital outlay for replacement. Through managed maintenance, the Physical Plant Department will support the University facilities to provide the University community with a safe environment conducive to teaching and research.

OBJECTIVE 1.1: To establish the acceptable use and capacity of each building.

POLICY 1.1.1: The use and capacity of each building will be determined by the vice president in charge of the facility, the Vice President for Administration and Finance and his or her staff. The Space Planning Analysis and Assessment team shall maintain documentation on the use and capacity of all facilities in the UCF Space Report.

POLICY 1.1.2: The vice president in charge of a facility desiring to change the use and/or capacity of that facility shall meet with the Vice President of Administration and Finance and his or her staff to determine that the use is acceptable to the University and the capacity meets the minimum SUS standards.

OBJECTIVE 1.2: To establish the desired level of performance for building elements.

POLICY 1.2.1: The exterior walls, windows, and doors of campus buildings are expected to last the life of the building with maintenance, as scheduled in Objective 1.3 below. Roofs are expected to last 20 years under normal weather conditions, with maintenance as scheduled in Objective 1.3 of this Element.

POLICY 1.2.2: The interior walls, floors, stairs, doors, windows, and frames of campus buildings are expected to last the life of the building, with maintenance as scheduled in Objective 1.3 of this Element.

POLICY 1.2.3: The structural, plumbing, and electrical systems of campus buildings are expected to last the life of the building, with maintenance as scheduled in Objective 1.3 below. HVAC systems are expected to last 15 years, and elevators are expected to last 20 years, with maintenance as scheduled in Objective 1.3 of this Element.

POLICY 1.2.4: The exterior walls of buildings shall be brick that has been waterproofed, or masonry with a sealer and primer applied before a stucco finish. Exterior doors and windows frames shall be metal.

POLICY 1.2.5: HVAC ducts shall not be internally lined with fiberglass or fibrous materials.

POLICY 1.2.6: Roofs are to be sloped and shall be single ply Fibertite or modified Bitumen Systems manufactured by GAF, Soprema or Siplast for new construction and spray on polymer coatings with a sustainable warranty should be considered for re-roofing projects.

OBJECTIVE 1.3: To establish a maintenance schedule for campus facilities.

POLICY 1.3.1: Physical Plant shall be responsible for the operation, maintenance of the buildings, and utilities for the E&G and Housing areas of campus in accordance with UCF Maintenance Standards. Physical Plant will provide oversight to the operation, and maintenance of auxiliary buildings as needed.

POLICY 1.3.2: Auxiliary units shall be responsible for the operation, maintenance, and cleaning of auxiliary buildings on campus in accordance with UCF Maintenance Standards. These units include but are not limited to Student Development and Enrollment Services, Business Services, and Athletics.

POLICY 1.3.3: Leased trailers on campus will be the responsibility of the Vice Provost for Academic Affairs.

POLICY 1.3.4: The University shall assure that campus standards are met when renovating, remodeling or constructing buildings on campus. The UCF Design & Construction Procedures, UCF Design Guidelines, UCF Cost Containment Guidelines, the Florida Building Code shall be adhered to and UCF Maintenance Standards.

POLICY 1.3.5: Exterior walls, windows, doors and exposed metal structures shall receive routine maintenance every 8 years. Roofs shall receive routine maintenance every year.

POLICY 1.3.6: Interior walls shall be repainted, carpet shall be replaced, and suspended acoustical ceilings shall be replaced on an as needed basis as funding becomes available.

POLICY 1.3.7: Systems: HVAC systems shall receive monthly maintenance. Lab hoods and exhaust fans shall be maintained every 6 months. Lab showers and eyewashes shall be tested quarterly. Backflow

preventers shall be tested yearly. Electrical systems shall receive maintenance every 5 years.

POLICY 1.3.8: Elevators shall receive a basic inspection monthly. Mandated changes will be done as funding is available. A renovation will be done once in the life of the elevator.

OBJECTIVE 1.4: To establish priorities for maintenance and improvement projects.

POLICY 1.4.1: Physical Plant will identify maintenance and improvement projects on an ongoing basis. A master list of prioritized Critical Deferred Maintenance projects will be maintained and, as PECO funding becomes available, strategies will be devised to make corrections.

POLICY 1.4.2: In the first quarter of every year, 15 buildings shall be inspected by Physical Plant, Environmental Health & Safety, Facilities Planning, and Student Disability Services.

POLICY 1.4.3: Physical Plant will maintain buildings through a computerized system that will address preventive maintenance items by issuing work orders on a scheduled basis. This system will identify scheduled service, maintenance and inspection of mechanical systems, life safety systems and building components. Building cleaning maintenance will be based on task assignments for daily, semester or annual project work.

POLICY 1.4.4: Physical Plant, in conjunction with Housing Administration, will identify and prioritize major repair and renovation projects for the residence halls on campus. Corrections will be made as funding becomes available.

POLICY 1.4.5: Immediate and serious threats to the health, safety, and welfare of students, faculty, and staff as identified by the State Fire Marshall, the Office of Environmental Health & Safety, Physical Plant, or Facilities Planning shall receive immediate attention.

POLICY 1.4.6: Buildings scheduled for major interior renovations shall not receive minor interior improvements within 12 months prior to the renovation.

OBJECTIVE 1.5: To establish a schedule for eliminating deficiencies relating to current standards.

POLICY 1.5.1: At least 90 percent of E&G facility related life safety code violations shall be corrected within one year of being identified, as funding becomes available.

POLICY 1.5.2: A minimum of 2 buildings every year for the next 20 years shall be reroofed, as funds allow.

POLICY 1.5.3: Fire code violations shall be corrected within one year of being identified, as funding becomes available.

POLICY 1.5.4: Building code violations shall be corrected within one year of being identified, as funding becomes available.

POLICY 1.5.5: All asbestos abatement shall be completed, as funding becomes available.

POLICY 1.5.6: All lead based paint in buildings to be renovated shall be identified and removed, as funding becomes available.