

 UNIVERSITY OF DENVER	UNIVERSITY OF DENVER POLICY MANUAL FACILITY MAINTENANCE, OPERATIONS MANAGEMENT, AND MINOR CAPITAL PROJECTS		
<u>Responsible Department:</u> Department of Facilities Management and Planning <u>Recommended By:</u> AVC Facilities Management and Planning, SVC Business and Financial Affairs <u>Approved By:</u> Chancellor	<u>Policy Number</u> OPER 9.10.012	<u>Effective Date</u> 2/3/2023	

I. INTRODUCTION

The University's physical assets must be properly maintained in order to provide a healthy and safe educational environment for the University community to learn, work, and live. This Policy identifies institutional and departmental responsibilities relating to University facility maintenance, repair, and alterations.

II. POLICY OVERVIEW

- A. It is the policy of the University that the maintenance, both restorative and preventive, of University facilities and grounds, no matter how minor the modification, must be coordinated through the Department of Facilities Management and Planning ("Facilities").
- B. It is the policy of the University to regularly inspect all University assets and to develop, regularly update, and implement an Integrated Facilities Plan (IFP) that estimates required renewal and renovation expenses for buildings and other campus facilities into the future.

III. PROCESS OVERVIEW

- A. The primary mission of the Facilities is to perform the essential inspections, maintenance, repair, and alteration services necessary to make and keep the University Premises operational, safe and in compliance with legal requirements set forth in applicable municipal laws, regulations or codes and to University standards.
- B. Facilities provides comprehensive guidance and best practices related to the University's built environment, including the:

1. management of building environmental, structural, and functional systems
 2. management of exterior landscape, hard surfaces, parking lots and structures
 3. master planning, programming, design development, building efforts, and design best practices
 4. routine maintenance and custodial operations
 5. preventative, predictive, and restorative maintenance activities
 6. programming, planning, project development, management, and construction for the University
- C. Maintenance requests for University facilities and grounds must be submitted via a [Work Request](#).
- D. Requests and proposals for Minor Capital Projects may be initiated by submitting a [Capital Projects Proposal Form](#) to fac.capitalprojects@du.edu. Prior to initiating a project request, individuals shall consult with the appropriate department administrator to determine specific department policies and procedures for requesting facilities work while also identifying funding sources.
- E. Facilities provides stewardship of the University Premises. As such, Facilities is responsible for maintaining and implementing the University's Integrated Facilities Plan (IFP) which addresses required renewal and renovation expenses, including deferred maintenance needs, for University buildings and other facilities.

IV. DEFINITIONS

- A. **"Facilities Work"** is defined as any work that maintains the as-built condition, modifies or provides work to modernize all campus buildings or grounds.
- B. **"Minor Capital Projects"** means any capital project that is not a Major Capital Project as defined in University Policy OPER 9.10.011 – *Establishment and Approval of Major Capital Projects*.
- C. **"University Premises"** includes, but is not limited to, all indoor and outdoor common and educational areas, all University owned, leased, or operated facilities, University owned or operated housing (including but not limited to University property leased to University-recognized fraternities and sororities), campus sidewalks, campus parking lots, recreational areas, outdoor stadiums, and University owned or leased vehicles (regardless of location). University Premises does not include municipal property that goes through or is adjacent to campus, such as sidewalks or alleys.

V. RESOURCES

A. Department of Facilities Management and Planning [website](#).

Revision Effective Date	Purpose