

Responsible Executive: Vice President for Capital Planning
and Campus Operations

Responsible Office: Facility Services

Effective Date: April 1, 2011

Last Revised: 05/11/11 • GEGG ONST(of)

Maintenance: routine operation or repair of existing University facilities, structures, buildings, or real property that is generally preventative or corrective and performed to keep existing improvements as they were originally constructed. Maintenance activities typically occur according to set schedules (, weekly, monthly, annually) and are intended to keep facilities, structures, buildings, or real property and their d-1.1579 ml

Planning and Campus Operations

3. Like-for-like replacements during preventive or corrective work of less than significant scope, as determined by the Associate Vice President for Facility Services (or designee);
4. Repairing torn or leaking roofing, flashing, gutters, or downspouts or installing heat tape;
5. Fixed furniture or cabinet repair;
6. Routine preventative or repair work on elevators, water softeners, generators, or similar fixed equipment or systems;
7. Wall or partition damage repairs such as patching and re-painting; and
8. Landscape work such as grass mowing, tree or plant trimming, lawn or planting bed edging, etc.

Section II . Chargeable and Non-Chargeable Services

A. General

Facility Services is responsible for the design, physical planning, and Construction and Maintenance of the University's facilities, structures, buildings, and other real property and their respective systems. Facility Services provides baseline Non-Chargeable preventative and corrective Maintenance and replacements-in-kind to keep the University's built environment as originally constructed or in proper working order, with the exception delineated in Section II(C) below. Beyond the baseline Non-Chargeable Services outlined in Section II(D), the project Requestor is responsible for identifying the funding necessary to defray the project's Chargeable Services.

- b. Structural changes or re-decorating
 - c. Utility service installation or relocation
 - d. Repair, service, or replacement of fixed facility or building equipment
2. Flooring
- a. New installation or replacement of carpet, tile, or other flooring surfaces
3. Equipment
- a. Commissioning or recertification of special equipment requiring specialized or expert vendor or governmental agency involvement
 - b. Repair or replacement of special equipment, including but not limited to equipment specific to departmental uses and not the building. Examples include ice machines, deionized water, etc.
4. Furniture
- a. Building, assembling, disassembling, or rearranging furniture, shelving, partitions, or cabinetry purchased by the requesting unit
 - b. Design or other assistance with furniture purchases or reconfigurations, or coordination of furniture purchases with other services such as electrical, carpet, etc.
 - c. Review or inspections to ensure that furniture purchases and installation are compliant with applicable building and fire codes, Americans with Disabilities Act requirements, etc.
5. Hanging, Mounting, Installing
- a. Pictures, plaques, banners, interior design elements, window treatments, interior signage, etc.
6. Hauling and Moving
- a. Removal of heavy items or dangerous substances

10. Special Events and Services

- a. Labor and equipment costs including custodial services, temporary electrical hook-ups, table and chair or other equipment delivery, set-up, tear-down, and pickup
- b. All services and support for special events where the University or a unit is charging a fee
- c. Planning for and provision of fire life safety staff

11. Vehicles

- a. Repairs and maintenance
- b. Rentals and leases

12. Window Washing

- a. Window washing by Facility Services personnel
- b. Multi-story window washing performed by a vendor needing special equipment

Section II I. Enforcement

Failure to comply with the requirements of this policy or other applicable procurement policies related to Construction or Maintenance is subject to appropriate disciplinary action under applicable ABOR and University employee conduct policies.

RESPONSIBILITIES

Associate Vice President for Facility Services : provides executive oversight to ensure campus-wide compliance with this policy.

Auxiliaries : provide funding for what would otherwise be Non-Chargeable Services performed by Facility Services in accordance with this policy.

Campus Services and Activities: maintains dining and conferencing areas and equipment in accordance with this policy; ensures that its projects and work meet all applicable standards and requirements.

Facility Services: oversees and performs Construction and Maintenance in accordance with this policy; coordinates with Campus Services and Activities and Housing to ensure that all applicable Construction and Maintenance standards and requirements are met for all work performed.

Housing : maintains residence halls in accordance with this policy; ensures that its projects work meet all applicable standards and requirements.

PROCEDURES

[Initiating a Construction Request](#)

[Initiating a Maintenance Request](#)

RELATED INFORMATION

Forms or Tools

[Building Manager Handbook](#)

[Construction Project Initiation Form](#)

[Maintenance Work Request Form](#)

Cross- References

[Northern Arizona University Fire Code](#)

[Northern Arizona University Fire Safety Manual](#)

Sources

[Arizona Board of Regents 3-803](#)

[Arizona Board of Regents 3-804](#)

[Arizona Revised Statutes § 41-2503\(4\)](#)

APPENDIX

None.