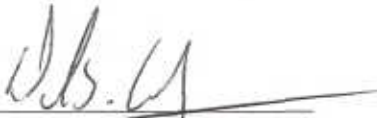


University of Nevada, Las Vegas  
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Approved:

  
David B. Ashley, President

Policy 2.3  
Volume 2, Facilities  
Chapter 3, Facilities Maintenance  
Responsibilities  
Responsible Executive:  
Vice President for Administration

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## FACILITIES MAINTENANCE RESPONSIBILITIES

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### Policy Statement

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Achieving and maintaining the highest standard of facilities maintenance, consistent with available funding, is a goal of the University.

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### Reason for Policy

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The intent of this policy is to insure facilities maintenance/repair funds are protected for the care of UNLV facilities and to identify predictable, recurring equipment, furnishing and service needs that require annual budgets. The highest level of facilities maintenance within available funding can only be achieved when limited funds are spent wisely and/or not diverted from their intended purposes. Preserving formula driven "Operation and Maintenance of Plant" and the legislatively appropriated "Capital Improvement Program – University" funds for their maximum impact on the condition of our facilities requires definitions and limits of responsibility. Without formal policy and written responsibilities, assumptions about facilities maintenance limits can result in confusion and controversy. Worse, it can result in unbudgeted and unfunded needs or the use of facilities maintenance/repair funds for purposes beyond the responsibility of maintenance. It should be noted that some items may not be a facilities maintenance responsibility, but may be an institutional responsibility. The focus of this policy is to define assumptions/expectations for the use of facilities maintenance funding.

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### Entities Affected by This Policy

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All UNLV Colleges, Departments, Auxiliaries, Organizations, Contractors or Personnel using UNLV facilities, owned or leased.

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### Who Should Read This Policy

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- Provost and Vice Presidents
- Deans
- Directors
- Anyone interested in facilities maintenance/repair responsibilities.

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## **Procedures**

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The Vice President for Finance and Business (VPF&B) has the overall responsibility for managing, including maintenance and repair, the University's facilities. Defining the limits of responsibility and levels of service for the state formula derived "Operation and Maintenance of Plant" and legislatively appropriated "Capital Improvement Program – University", (CIP(U)) funds are the responsibility of the VPF&B. In cooperation with the cognizant Vice President/Cabinet Officer, the VPF&B will develop implementing guidelines defining and itemizing the limits of maintenance/repair responsibilities and levels of service, particularly as those limits impact furnishings, equipment and services. Just like other areas of the state funding formula, there are not sufficient resources provided to address all campus needs. Therefore, priorities and guidelines must be established.

Led by the VPF&B, the Cabinet will annually solicit and prioritize facilities, equipment and service needs for campus wide constituencies. Those requirements meeting the definitions for maintenance/repair will be funded from appropriate state O&M or CIP(U) accounts. Requirements beyond the available resources for maintenance/repair or outside the definition maintenance/repair will be funded in priority order from other available University resources.

**University of Nevada, Las Vegas**  
**POLICY IMPLEMENTATION**

Issuance date:  
November X, 2006

Policy 2.3  
    Procedure: 2.3.1  
Definition of Facilities  
Maintenance Responsibilities

Expiration date:  
November Y, 2009

**Approved:**

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Gerry Bomotti, Vice President for Finance and Business

**DEFINITION OF FACILITIES MAINTENANCE  
RESPONSIBILITIES**

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The University of Nevada, Las Vegas is funded for facilities operation and maintenance through the State of Nevada Higher Education Funding Formula. During each legislative session the Nevada System of Higher Education, the Legislature and the Governor collaborate on funding all, or a portion, of the total amount generated by the funding formula. The funding received is for approved "state" buildings. This does not include all campus facilities. Facilities that are self supporting, in general, do not receive state O&M funding.

The O&M of Plant formula identifies funding requirements for staff based on a building square foot or improved acres ratio. The formula also generates funds for "General O&M Operating" based on an average cost per gross square foot maintained. This is an overall "average" funding for every campus facility and does not take into account unique aspects of any specific building. The details of the funding formula for O&M of Plant can be found in the State's Legislative Council Bureau Bulletin No. 01-4 on page 52. The sections related to O&M of Plant are attached as Appendix A.

Because the limits for the uses of those funds are only described in terms of broad categories (Custodial, Building and Grounds Maintenance and Utility Services, Hazardous Materials and Administrative Positions), definitions and limits are necessary to insure these monies are expended only for the facilities maintenance purposes intended by the State of Nevada.

The basic purpose of this procedure is to effectively allocate limited O&M and CIP(U) funds to those areas of highest institutional need. Accordingly, through the process of defining responsibilities and establishing limits, clarity is introduced and appropriate alternative budgets developed to address needs beyond the funding provided by the State of Nevada.

Appendix B defines the fund source responsibility for the categories of property and types of work. Appendix C defines the level of custodial service supported by the O&M



of Plant formula funding. Where funding responsibility is assigned to a specific Department or program, the Vice President for Finance and Business and the cognizant Vice President/Cabinet Officer will determine appropriate budget accounts. In recognition of the practical reality that no such list and matrix can anticipate every maintenance limit, the following conditions, or tests, are included to help resolve ambiguous situations.

Test #1: O&M of Plant or CIP(U) funds can only be used for state supported general building systems and finishes. Movable program specific equipment and systems are the responsibility of the Department budget accounts. If the specific equipment or systems would move with a program relocation, or if a new occupant would have no use for the equipment or system, then it is defined as a Department funding responsibility.

Test #2: O&M of Plant or CIP(U) funds can only be used for state supported general building systems and equipment for which Facilities Management and Planning, or a comparable building maintenance authority, has full operating control. Exceptions to this test are shown in Appendix B.

Test #3: O&M of Plant or CIP(U) funds can only be used for maintenance or services (including administrative and technical) directly related to providing reasonable and appropriate stewardship for a State/UNLV facility capital asset. Services not meeting this test, such as furniture and equipment moving, out of cycle maintenance or improvements, event set up etc., may be performed by Facilities Management and Planning on a reimbursable or charge back basis.

In the event, the above three tests, or the Appendix B matrices or the Appendix C schedule of services are insufficient to determine if O&M of Plant or CIP(U) funds are responsible, the VPF&B, in collaboration with the Associate Vice President for Facilities Management and Planning, will determine whether O&M of Plant or CIP(U) funds are appropriate/responsible. There will be instances when a "need" rises to the level of an institutional issue and funding may come from institutional rather than Department resources.

## Appendix A

Committee to Study the Funding of Higher Education  
Legislative Counsel Bureau Bulletin No. 01-4

### OPERATION AND MAINTENANCE OF PLANT

Operation and Maintenance (O&M) of Plant includes custodial, building maintenance, grounds maintenance, supervisory activities, property insurance and similar items. Utilities are not included in the formula.

#### Current Formula

At the universities and community colleges, the formula for operation and maintenance of plant is applied to custodial, building maintenance, grounds maintenance and supervisory activities. Utilities, insurance and rent/lease costs are budgeted separately and adjustments are based upon consumption, rate changes, contractual agreements and the addition of any new or modified facilities.

The formula provides custodial, building maintenance and supervision positions on the basis of one position for every 12,000 square feet (for campuses with fewer than 12,000 students) or one position for every 10,500 square feet (for campuses with 12,000 or more, students). For grounds maintenance, the formula is based upon the maintenance of improved acreage and one position is budgeted for every 4.5 improved acres. Operating support is provided through an existing cost per position allocation adjusted over time for inflation.

#### O&M Plant Recommendations for Revision of Universities, NSC, Colleges and DRI

The Committee recommends that the Desert Research Institute should receive the same consideration for its state-run facilities as do the universities and colleges. Thus they should

participate in the O&M formulas as recommended. The revised formula consists of four components: Custodial, Building and Grounds Maintenance and Utility Services, Hazardous Materials, and Administrative Positions.

New positions for the four funding components, except for grounds maintenance, should be determined by providing one position for every 10,500 maintained square feet.

The total new positions generated from the maintained square feet calculation should be distributed in the following manner:

Custodial .....	3
Building Maintenance and Services.....	3
Professional/Technical.....	1

New custodial positions should be added at grade 21, step 1 (currently \$20,442); new maintenance and service positions at grade 31, step 1 (currently \$30,442); and new administrative positions at the mid-point of range 2 on the appropriate salary schedules.

A ten percent adjustment to the maintenance and services positions should be added to provide additional funding to reflect increased personnel and operating costs due to age of facilities (25 years or older).

The rank and step funding for administrative positions may require adjustment based on the yet to be approved community college faculty salary schedule. New administrative positions should be funded at the mid-point of the faculty salary schedule.

To address salary equity, the Committee concurs with UCCSN's recommendation to equally fund starting salary amounts for new positions for each formula function. However, the Committee encourages the UCCSN to develop and implement a uniform salary policy at the system level to prevent individual institutions from perpetuating salary inequities. Further, as part of the biennial budget process, for each institution, UCCSN should gather data and report on the actual starting and existing salaries paid for each function each biennium. The Budget Division, and the Legislature, may use this information to adjust the budgeted starting salary levels as necessary.

### Grounds Maintenance Formula

The current formula for grounds maintenance positions should remain intact (one position is budgeted for every 4.5 improved acres). New grounds positions should be added at grade 22, step 1 (currently \$21,214).

### General O&M Operating

For the universities and colleges, determine general O&M operating funding by multiplying gross maintained square feet by an average cost per square foot (estimated at \$0.90 per sq. ft). Buildings older than 25 years should be funded at an increased rate (approximately 25 percent greater than the average cost to reflect increased operating costs associated with age of facilities).



### Utilities, Insurance and Rental

Allocations for utilities, insurance and rental costs should be funded based on institutional projections. Projections should be adjusted to include any legislatively approved inflationary factors and allocations for new space.

### Equipment

New professional and classified positions should receive one-time equipment appropriations as defined by the State Budget Division. Current new employee equipment amounts are roughly \$6,000 per professional position and \$4,000 per classified position except for custodians.

Workstation replacement should be funded at \$1,000 per existing professional and classified FTE. Workstation replacement funds would not be provided for custodial or grounds positions.

## Appendix B

### Facilities Maintenance Funding Responsibility Matrix

To clarify organizational and fund source responsibility for maintenance, repair and replacement of University property, the following definitions are created to permit construction of the Funding Responsibility Matrix on the following page.

For the purpose of determining the responsibility and limits of legislatively appropriated Operation and Maintenance of Plant (O&M) and Capital Improvement Program-University (CIP(U)) funds, University property can be categorized in the following terms:

1. State Supported Property. Property whose square feet are reported to the state for calculation in the funding formula that results in the annual O&M of Plant appropriation.
2. Non-state Supported Property. This category of property, also known as "auxiliary", is property that is not reported to the state and not figured into the funding formula for O&M of Plant. O&M of this category of property is typically funded from fees, business revenues and donations.
3. Moveable Equipment/Furnishings. Property that can be moved and is not permanently affixed to any University owned land, structures or facilities. Maintenance, repair and replacement of this category of property is funded by user, program or other non O&M of Plant fund sources.

Within each of the above general categories of property, the following subdivisions are defined to further focus on the exact nature of property for which maintenance, repair or replacement activities may be required:

1. Installed. This subcategory of property includes the structure, roofs, doors, windows, elevators, utility-mechanical-plumbing-HVAC-electrical-security-life safety systems and controls/components of those systems.
2. Program. This subcategory of property includes equipment, systems and services required for a specific program related use. Examples include microscopes, incubators, lasers, kilns, test/analysis instruments, compressed gases, RO and DI water systems, hoists, athletic and exercise equipment, and chillers/refrigeration required for a specific application and not part of a building system.
3. Related Installed. This subcategory of property, while technically program property, is integrally connected to the installed building systems. Related installed property does not simply plug or pipe into the installed building system, it impacts the functioning of the installed building systems to the extent the installed building system cannot perform properly without consideration of the related installed property. Examples of this subcategory of property are fume hoods, exhaust systems (both because of the necessity for the building system to provide make up heated/cooled air) and emergency generators (because the emergency generator also powers required life safety systems).
4. Other. This subcategory of property is all remaining equipment that doesn't fit any of the preceding definitions. Examples are office machines, computers, printers, speakers, facsimile machines, monitors, projectors, furnishings, refrigerators and walk-in freezers, podiums, lecterns, white boards, markers etc.



For each category of property there are defined four types of facilities related work. These are defined below:

1. Maintenance and Covered Services. This category of work encompasses routine adjustments and repairs such as oiling/lubrication, preventative and breakdown filter-belt-oil-light bulb-ballast replacement, touch-up wall repair and painting, test and diagnostic activities, keys/access, signage/wayfinding renewal, table/chair delivery/removal, irrigation shut downs etc.
2. Alteration. This category of work includes changing space configuration through wall and door modifications, lighting and HVAC modifications, life safety and security systems modifications, increasing capacity and changing operating characteristics, upgrading systems etc.
3. Repair and Replacement. This category of work includes corrective actions taken to restore failed, malfunctioning or damaged equipment; systems or facilities to their intended or design condition. Repair work is accomplished by replacing, or fixing, the defective component. Repair usually does not result in a significant extension of expected life.
4. Non-Covered Services. This category of work is requested by a user and represents an investment unnecessary for the routine upkeep and functioning of the installed building systems or surfaces/finishes. Examples include out of cycle painting, carpeting, system replacements, above campus standard carpet, lighting, doors or finishes, duplicate keys/access cards, special setup and signage for events, maintenance/repairs on program equipment or systems etc.

Painting and flooring replacements are generally considered in accordance with the following industry guidelines:

	Years
1. Painting	7
2. Roll Carpeting	10
3. Carpet Tile	16
4. Vinyl Composite Tile	30

Unusual wear, damage, space modifications and available budget all combine to influence final painting or flooring replacement decisions. It is not uncommon to delay carpet replacement when the underlying flooring is vinyl asbestos tile. That situation presents significant budget demands and may cause the carpet replacement project to be deferred. Painting and carpet replacements are not automatic based on the above industry guidelines. Available maintenance funding and university priorities strongly influence the final decision. The Associate Vice President for Facilities Management and Planning makes the paint/floor replacement decision after balancing all the above factors.

The fund source responsible for each type of property and each type of work are summarized in the following matrix:

## Facilities Maintenance Funding Responsibility Matrix

Property, Facilities, Grounds, Systems, Equipment		Types of Work			
Categories	Sub-Categories	Maintenance & Covered Services	Alteration	Repair & Replacement	Non-Covered Services
State Supported	Installed	F	D	F	D
	Program	D	D	D	D
	Related Installed	F	F or D	F	D
	Other	D	D	D	D
Non-State Supported/Auxiliary	Installed	D	D	D	D
	Program	D	D	D	D
	Related Installed	D	D	D	D
	Other	D	D	D	D
Moveable Equip./Furnishings	Other	D	D	D	D

Funding Source Code: F - O&M of Plant or CIP(U)  
D - Requesting Department (or Institutional)

Appendix C  
Custodial Services Matrix

CUSTODIAL SERVICE	OFFICE AREAS	CLASSROOMS, AUDITORIUMS, CONF. ROOMS, TEACHING LABS	RESTROOMS, COMMON USE AREAS
Police and pick-up trash	daily	daily	daily
Empty trash containers	daily	daily	daily
Wash trash and recycling containers	as needed	as needed	as needed
Spot sweep or vacuum floors	daily	daily	daily
Thoroughly sweep or vacuum floors	weekly	weekly	daily
Spot mop floors	daily	daily	daily
Thoroughly mop floors	weekly	weekly	daily
Burnish or spray buff floors	monthly	monthly	monthly
Scrub and recoat floors	2/year	2/year	2/year
Strip and refinish floors	yearly	yearly	yearly
Spot clean carpeting	as needed	as needed	as needed
Thoroughly clean carpeting	yearly	2/year	2/year
Dust furnishings and accessible surfaces	weekly	weekly	weekly
Dust doors, baseboards, and ledges	weekly	weekly	weekly
Dust blinds	2/year	2/year	2/year
Clean washbowl and mirrors	daily	-	daily
Spot clean walls	weekly	weekly	daily
Clean door glass	weekly	weekly	weekly
Clean vents	monthly	monthly	monthly
Rearrange furnishings	-	as required	as required
Spot clean furnishings	as required	monthly	monthly
Wash desks	as required	4/year	-
Wash interior glass	monthly	monthly	monthly
Wash exterior glass	yearly	yearly	yearly
Empty pencil sharpeners	-	daily	-
Clean chalkboards, white boards, trays & erasers	weekly	daily	-
Wash chalkboards and trays	-	daily	-