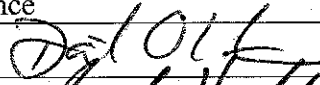
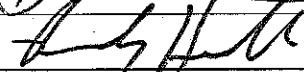


Standard Operating Procedure (SOP)
Deferred Maintenance

SOP No.	MG-0005	Revision:	0
Department:	Maintenance	Date:	06/13/09
Dept. Head Approval:	 7/13/09		
Director Approval:	 7/23/09		

Purpose:

Purpose is to establish guidelines for identifying and processing deferred maintenance projects. Identifying deferred maintenance projects on infrastructure, machinery and building structure is important to save costs; meet budget funding levels, or realign available budget monies. The failure to perform needed repairs could lead to asset deterioration and ultimately asset impairment.

Responsibility

- 1) The following people are responsible for following this SOP.
 - a) Operations Managers
 - b) Assistant Directors
 - c) Director of Maintenance
 - d) Director of Operations
 - e) Director of Roads and Grounds

Definitions

- 1) Deferred Maintenance—Maintenance and repair deficiencies that are unfunded at the end of the fiscal year on a planned or unplanned basis and are deferred to a future budget cycle or postponed until funds are available.
- 2) Priority one project – A maintenance issue that is classified as a Life Safety item, an issue that is causing further damage to the building, or would cause loss of use of a building. Examples would be fire alarm or sprinkle system deficiencies, water infiltration into buildings and infrastructure issues that failure is immanent and would require shutting down a portion of a building or the entire facility.
- 3) Priority two projects – maintenance issues that would cause a loss of infrastructure or equipment in the next two years or are currently high cost maintenance items. Not completing these projects may result in taking the building out of service. Examples would be HVAC system coil replacement, outdated equipment that is at the end of useful life, plumbing and piping systems that are starting to show signs of deterioration.
- 4) Priority three projects – maintenance issues that is cosmetic in nature or can be repaired at a later date to prolong the use of the facility. Examples would be carpet, tile and flooring systems that are beginning to show signs of wear but are not a safety issue, replacing lighting fixtures or plumbing fixtures for cosmetic reasons.

Procedure

- 1) Operations Managers in the Zone Maintenance and Central Shop areas will be responsible for completing and submitting the Deferred Maintenance Project Information Form (Tab A) to their respective Assistant Director.
- 2) Managers in Roads and Grounds and Assistant Directors in Operations will be responsible for completing and submitting the Deferred Maintenance Project Information Form (Tab A) to their respective Director for review and submission to the Director of Maintenance.
- 3) Deferred Maintenance Project Information Form shall be filled out as follows:
 - 3.1) Project Name: Provide a project name with enough detail that will uniquely identify the project.
 - 3.2) Phased Projects: Only large projects that will require multiple years to complete will be phased. Authorization to perform a project in phases will be given by the Director.
 - 3.4) Project Requestor: The individual initiating this form
 - 3.5) Project Driver or Contacts: The Facilities Management employee with the detailed knowledge of the project. Typically this will be the Operations Manager for the area that the project is located.
 - 3.6) Project Goal: Enter what the end result of the project will achieve.
 - 3.7) Project Scope: Provide a specific description of the project. Include equipment list, material lists, measurements and drawings if available. The scope must be descriptive enough to allow the estimator to provide an accurate budget cost.
- 4) The completed Deferred Maintenance Project Information Form is then submitted to the Assistant Director for review.
- 5) The Assistant Director will review the completed form and ensure all the information is accurate and submit the project to the Facilities Management Estimator for cost analysis. If more detailed information is needed, the Assistant Director will request further detail or request assistance from the Maintenance Engineering section.
- 6) The Estimator will complete the estimate and return the form to the Assistant Director.
- 7) Each month the Director and the Assistant Directors will meet to prioritize the completed forms and add them to the Deferred Maintenance list as appropriate. During this review, an update on the 5 year and 10 year plan will be completed. Any changes to the 5 year and 10 year plans will be reviewed quarterly with the Assistant Vice President for approval.
- 8) The completed Deferred Maintenance list for the upcoming fiscal year will be submitted to the Director of Design and Construction for review and preliminary scheduling by the 15th of November each year.
- 9) The proposed Deferred Maintenance List and preliminary schedule approved by the Director of Design and Construction will be returned to the Director of Maintenance by the 15th of December each year.
- 10) The Director of Maintenance will submit the upcoming fiscal year Deferred Maintenance list, the schedule and the 5 year / 10 year plan to the Assistant Vice President of Facilities Management for approval 20th of December each year.
- 11) The Deferred Maintenance list approved by the Assistant Vice president will be submitted to the University Planning Commission for final approval.

12) After final approval a copy of the approved Deferred Maintenance list and the schedule will be forwarded to:

Director of Design and Construction

Director of Administrative Services

Director of Roads and Grounds

Director of Maintenance

Director of Operations

13) The Deferred Maintenance projects should then be completed per Facilities Management Standard Operating Procedure CS-001 or IH-001.

14) A copy of the approved Deferred Maintenance list and supporting documentation will be maintained on file by the Director of Maintenance until the completion of deferred projects for that fiscal year have been completed.

Deferred Maintenance
Project Information Form

Person Initiating Project:
Fill out as much information as possible.

Project Name: _____
Is this to be a phased project: Yes No Director Approval _____
If yes how many years: _____

Project Requester: _____
Project Driver or Contacts: _____

Project Goal: _____

Attach any documents that may help provide background information or specific information on preferred vendors or estimates by others.

Project Scope (be specific): _____
Earliest Desired Start Date: _____

Signature: _____ Date: _____

Assistant Director:

Project ID #: _____ TMA Project Number: _____
Signature: _____ Date: _____

Estimator:

Initial Project Estimated Cost: _____
Basis of Estimate: _____
Signature: _____ Date: _____

Director:

Review completed: _____
Signature: _____ Date: _____

Planning Design and Construction:

Proposed Project Manager: _____
Planning / Design / Estimated Start Date: _____
Bid Date: _____
Construction Date: from: _____ to: _____
Signature: _____ Date: _____