01. PURPOSE

01.01 The purpose of this PPS is to outline the procedures to be followed to ensure that the Facilities Department reports, schedules, and executes the projects needed to complete annual deferred maintenance.

02. DEFINITIONS

02.01 **Deferred Maintenance** – The accumulation of facility components in need of repair or replacement brought about by age, use, or damage for which remedies are postponed or considered backlogged that is necessary to maintain and extend the life of a facility. This includes repairs postponed due to funding limitations. Deferred maintenance excludes ongoing maintenance, planned maintenance performed according to schedule, and facilities adaptation items.

02.02 **Critical Deferred Maintenance** – Any deferred maintenance that if not corrected in the current budget cycle places its building occupants at risk of harm or the facility at risk of not fulfilling its functions.

02.03 **Facility Adaptation** – Includes facility improvements and changes to a facility in response to evolving needs. The changes may occur because of new programs or to correct functional obsolescence. This category is sometimes referred to as Capital Renewal.

02.04 **Planned Maintenance** – A systematic approach to repairing or replacing major building subsystems including, but not limited to roofs, HVAC, electrical and plumbing systems, which have predictable life-cycles, to maintain and extend the life of the facility. This category is sometimes referred to as Facility Renewal or Capital Repair. Planned maintenance is normally funded by an institution’s capital budget.

02.05 **Campus Condition Index (CCI)** – A comparative indicator of the relative condition of facilities calculated by dividing the deferred maintenance backlog by the current Campus Condition Index value. This may be calculated for an individual building, group of buildings, or an entire campus.

02.06 **E & G facilities**- Any University facility used for education or general use.
02.07 **Auxiliary facilities** – Athletics; Department of Housing and Residence Life; Recreation Sports; Student Center; Student Health Center; Parking Services; Dining Services; and other facilities not eligible for E & G facilities funding.

02.04 **THECB**- The Texas Higher Education Coordinating Board

02.05 **Texas State University System Office** - The Texas State University System (TSUS) supports eight component institutions by providing centralized services such as legal counsel, accounting, audit, academic program planning, contract administration, government relations and communications services.

03. **PROCEDURE**

03.01 A deferred maintenance list is compiled and maintained by the Facilities Department with projects added as identified throughout the year. Five primary methods are used to add projects to the list. The first is by direct field observation by Facilities Operations staff while conducting routine and preventive maintenance tasks. Second is input received from contracted third party facilities condition assessments, and from reports generated from the Facilities Department’s Computerized Maintenance Management system identifying faulty and failing equipment, building envelope, or systems. The third method is input is from Facilities Planning, Design, and Construction (FPDC) staff working on capital and special projects. The fourth method is projects identified by outsourced investigations by vendors for specialty work such as using ground penetrating radar or infrared scanning of underground piping or roof systems and elevator condition assessments. The last is from inputs provided by managers responsible for Auxiliary Facilities and Infrastructure systems.

(a) **E& G Facilities**: During the Spring semester of each fiscal year, the Facilities Department staff will meet to review the existing deferred and planned maintenance list for E & G facilities. They establish an estimated cost for newly identified projects, and integrate the new projects with the existing ones according to priority. Project costs are reviewed and adjusted for inflation if they are to be deferred for over one fiscal year (FY). Prioritization of projects is based on perceived risk of ruin to University property, importance to the mission of the university, and end user satisfaction. Just prior to the end of the FY, a project list is finalized for consideration for funding approval for completion during the next fiscal year. Facilities Department personnel submit its recommended list of E &G projects to the Associate Vice President of Facilities for departmental approval. The E & G project list is submitted to the Facilities Committee for approval prior to submission to the President’s Cabinet. Upon approval of the list, Facilities Operations staff will load the projects in the CCI Report.

(b) **Infrastructure**: During the Spring semester of the fiscal year, the Facilities Utilities Department staff will meet to review the existing deferred and planned maintenance list for Utilities Infrastructure Systems. They establish an estimated cost for newly identified projects, and integrate the new projects with the existing ones according to
priority. Project costs are reviewed and adjusted for inflation if they are to be deferred for over one fiscal year (FY). Prioritization of projects is based on perceived risk of ruin to University property, importance to the mission of the university. Just prior to the end of the FY, a project list is finalized for consideration for funding approval for completion during the next fiscal year. Facilities Department personnel submit its recommended list of Infrastructure projects to the Associate Vice President of Facilities for departmental approval. The Infrastructure Projects list is submitted to the Vice President Finance and Support Services prior for approval. The list is then forwarded to Facilities Management for inclusion in the CCI Report and submission to the President’s Cabinet.

(c) **Auxiliary Facilities:** Prior to March 1 of each year, managers of Auxiliary Facilities will review their existing deferred and planned maintenance list. They will establish an estimated cost for newly identified projects in consultation with Facilities Operations, and integrate the new projects with the existing ones according to priority. Project costs are reviewed and adjusted for inflation if they are to be deferred for over one fiscal year (FY). Auxiliary Facilities Managers will submit their recommended list of projects as required by the Texas State University System office to the Associate Vice President of Facilities for review and then to their respective Vice President for approval. They will then forward their approved CCI lists to Facilities Management for inclusion in the CCI report and submission to the President’s Cabinet.

03.02 Facilities Operations will prepare the Campus Condition Index Report which and will be submitted annually to the Texas State University System office in the fall semester. Managers of Infrastructure Systems and Auxiliary facilities must provide their input for the report by August 1 of each year to the Director of Facilities Operations for inclusion in the report. Their input should include projects completed and their five year maintenance program. The completed report will include:

(a) An institution's planned maintenance, deferred maintenance, critical deferred maintenance, and facility adaptation itemized by building and infrastructure for the previous year, current year, and the following four years;
(b) Previous year's expenditures for planned maintenance, deferred maintenance, critical deferred maintenance, and facility adaptation itemized by building;
(c) Current year's budgeted amount for planned maintenance, deferred maintenance, critical deferred maintenance, and facility adaptation itemized by building;
(d) Current year's unbudgeted amount for planned maintenance, deferred maintenance, critical deferred maintenance, and facility adaptation.

03.03 Facilities Operations personnel will consolidate the E&G, Utilities Infrastructure and Auxiliary inputs into the CCI Report. The consolidated CCI Report is sent forward for final review by the President’s Cabinet and submission to Texas State University System office.
03.04 Upon the receipt of the submitted and approved annual CCI report, Facilities Management, Facilities Operations, Utilities Operations and FPDC staff will meet to develop the acquisition strategy for the E&G and Utilities Infrastructure projects in the approved CCI report. Facilities Operations will prepare Space Request forms for the E&G projects for submission to the Associate Vice President for Finance and Support Services Planning (AVPFSS Planning) to get project priorities and to set up internal orders for projects. If Utilities Managers or Auxiliary Facility Managers wish to have FPDC execute their projects, they should prepare Space Request Forms for submission to the AVPFSS Planning. Projects are assigned and scheduled based on need to support university mission, complexity of project scope, lead time for procurement of materials, and facility availability based upon class schedule and facility usage. Once assigned, Facilities Operations staff tracks the status of E&G projects and upon completion, record each project for entry in the CCI report for the following fiscal year. Auxiliary Facility and Utilities Manager will track project completion and report it in their next CCI submission.

03.05 If the educational and general (E&G) deferred maintenance for the campus exceeds 5.0% of the replacement value of E&G space, the university must develop an action plan to remediate the deferred maintenance and show progress in reducing the deferred maintenance in conjunction with the development of new major construction or renovation projects. If required, the Associate Vice President of Facilities will ensure this documentation is provided as part of the Construction Application sent to TSUS and THECB.

04. MAJOR RESPONSIBILITIES ASSOCIATED WITH THIS PPS

04.01 Major responsibilities for routine assignments associated with this PPS include the following

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<thead>
<tr>
<th>Positions</th>
<th>Section</th>
<th>Date</th>
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<tbody>
<tr>
<td>Associate Vice President, Facilities</td>
<td>Review</td>
<td>Feb (E2Y)</td>
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<tr>
<td>Director, Facilities Management</td>
<td>Review</td>
<td>Feb (E2Y)</td>
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<tr>
<td>Director, Facilities Operations</td>
<td>Review</td>
<td>Feb (E2Y)</td>
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05. CERTIFICATION OF STATEMENT

This FSS/PPS has been approved by the following individuals in their official capacities, and represents FSS policy and procedure from the date of this document until superseded.

Associate Vice President, Facilities
Director, Facilities Management

Director, Facilities Operations

Vice President for Finance and Support Services

Approved __________________________________________________
Reviewer

Approved __________________________________________________
Reviewer

Approved __________________________________________________
Reviewer

Approved __________________________________________
Vice President for Finance and Support Services