

17 Facilities Maintenance**FACILITIES MAINTENANCE ELEMENT**

NOTE: Unless otherwise noted, the goals, objectives, and policies contained in this element shall guide development of the Tallahassee Campus and Southwest Campus in Tallahassee as well as the Panama City Campus in Panama City, Florida. This Campus Master Plan covers a ten-year horizon, beginning January 1, 2020 until December 31, 2029. Sustainable policies are designated with *italicized bold green font* with sustainability goal category in parentheses. The four sustainability goal categories are: Climate Action; Waste Minimization; Resource Stewardship; and Education for Sustainability. For more information on sustainability goals, see the Introduction Tab of this Volume.

Goal 1

To provide the safe and secure facilities necessary to allow the University to fulfill its stated mission.

Objective 1A

Utilize building materials, systems, and monitoring procedures in new construction, remodeling or renovation projects that meet or exceed the standards established in “The Florida State University Design Guidelines” and other State and University guidelines.

Policy 1A-1

The University shall continue to utilize where appropriate the directives contained in the “The Florida State University Design Guidelines” and shall continue to monitor the effectiveness of such guidelines.

Policy 1A-2

The University shall continue to annually review its guidelines to ensure that appropriate construction standards, procedures and policies are maintained.

17 Facilities Maintenance**Objective 1B**

Provide facilities that comply with issues such as life safety code, hazardous material, and accessibility issues.

Policy 1B-1

The University shall continue to utilize and enhance existing prioritization programs and seek means of maximizing the effectiveness of appropriated funds to ensure safe and secure facilities. Existing prioritization programs include the fixed capital outlay budgeting process as well as the procedures developed and implemented by the Facilities Department, Environmental Health and Safety Section to ensure that fire code, asbestos, and other life safety issues are mitigated.

17 Facilities Maintenance**Objective 1C**

Ensure that facilities are properly maintained and that all building systems and equipment are in satisfactory working condition.

Policy 1C-1

Continue utilizing existing University prioritization methods to ensure that facilities are properly maintained and, when opportunities are made available, to improve facilities. Facility maintenance is divided into two general categories: general maintenance and preventive maintenance. Prioritization methods for general maintenance are based primarily upon a triage system. Incoming maintenance requests are reviewed by the staff of the Maintenance Section of the Facilities Department and categorized as Emergency (Code 1), Rush (Code 2), or Normal (Code 3). Examples of items considered Emergency include power outages, requests involving immediate security and life safety issues, and building damage. Rush requests include those items where the threat or potential threat of life and property is imminent. Normal requests include repair requests not requiring immediate attention and are typically addressed on a less urgent time frame; their priority is determined by the availability of manpower, materials, and funding. Preventive maintenance is discussed in Policy 1C-2.

Policy 1C-2

Continue utilizing the University's existing scheduled maintenance program to ensure that facilities are properly maintained. The University's scheduled, or preventive, maintenance program has been described in greater depth earlier in the Supporting Data of this Element. The scheduled maintenance of various building systems, such as roofing systems, mechanical systems, and fire/smoke alarm systems has been analyzed, predetermined, and documented on a computer database. This automated system identifies building systems that require routine maintenance and provides notice as to when building systems are in need of inspection.

Policy 1C-3

Maintain an inventory of assets that are part of the preventative maintenance program. Information collected and maintained should include, but is not limited to, asset description, location, warranties, costs billed for maintenance, PM schedules.

17 Facilities Maintenance

Objective 1D

University facilities shall be utilized in such a manner that building usage and capacity is appropriate for facility type and size.

Policy 1D-1

The University shall continue to utilize the fixed capital outlay budgeting process to maximize the efficiency and utilization of existing facilities.

Policy 1D-2

Coordinate with space planning to establish procedures for space use change requests in order to identify and assess whether related modifications of maintenance needs to a space can be supported.

Objective 1E

University facilities shall utilize energy in the most efficient manner available and practicable, following LEED (Leadership in Energy and Environmental Design) or other generally accepted guidelines and principles in all new construction and renovation.

Policy 1E-1 (Climate Action)

The University shall pursue energy efficient design solutions that will add value and utility to university buildings, while maximizing scarce capital funds.