Facilities Maintenance Supporting Data

The purpose of the Facilities Maintenance Element is to assess the existing conditions and required improvements of all existing buildings on the University campus.

Florida State University has been designated by the state as the responsible agency for over 1,500 acres of state-owned lands. These lands, consisting of more than 25 separate sites, range from 1 acre to more than 500 acres and are located in Leon, Franklin, Bay, Marion, Collier, and Sarasota Counties, as well as several other counties scattered throughout the state. Included on these properties are over 14 million gross square feet of space. These improvements cover a wide array of building types, such as academic, research, administrative, recreational, and residential space. In addition to these facilities, the University has several long-term leases for property in Leon County and elsewhere in the state to accommodate space needs.

The Florida State University Facilities Department maintains an extensive database of information relating to the qualitative and quantitative characteristics of the University's land holdings and facilities. This information, which is too voluminous for inclusion in the master plan update, is maintained and available for inspection in the Facilities Department, which is located on the Tallahassee Campus in the Mendenhall Maintenance Complex.

This database, frequently referred to as the AiM space file, tracks all E&G (Education and General), C&G (Contracts and Grants) and auxiliary building names, numbers, location, gross square feet, net square feet, net assignable square feet, and room use. This database also contains information relating to the condition and suitability of all University space. This information is currently available for inspection in the Facilities Planning and Space Management Section. In addition, site plans for each of the University's land holdings, which depict the general physical characteristics, are available for inspection.

Generally speaking, the Facilities Department provides archival resources on other known physical characteristics of the University's built environment. This information consists primarily of the construction documents of University facilities. These documents provide information relating to building exterior and interior materials, configuration, and systems.

The University has a keen appreciation of the historical significance of each facility and maintains a limited database on these qualities. As directed by the University's "Professional Services Guide," the University or its selected design professional is responsible for petitioning the Florida Department of State, Division of Historical Resources for an assessment of the historical or cultural

resources of any site chosen for new construction or any facility scheduled for a major renovation. Information gained through this petitioning process is then considered in the project design.
Each year, the Office of the State Fire Marshal conducts an inspection of buildings and facilities to determine compliance with applicable fire code legislation. The University's Facilities Department, specifically the Environmental Health and Safety Section, maintains reports of these inspections. This Department also prepares and maintains the University's plans for asbestos and other hazardous materials abatement.

Over the years, there have been several studies that have looked at the University's facilities to determine compliance with the Americans with Disabilities Act (ADA). The initial study was accomplished more than 20 years ago and was directed by the former Florida Board of Regents. Since that time, the University has self-inspected facilities, parking lots, pathways, and other components of the campus to determine compliance and to make improvements. More information about this can be found in the Facilities Department.

Florida State University maintains a database of information relating to desired construction methods, materials, and procedures. Each of these documents is made available to the design professional for every major and minor new construction, remodeling, and renovation project. Periodically, Florida State University conducts a review of its database, commonly referred to as the "Florida State University Design Guidelines and Specifications," to ensure that the information is current and meets contemporary industry and legislative standards.

For more than ten years, the Facilities Department has been commissioning facility condition assessments of most E&G facilities that are located on the Tallahassee Campus. These assessments are accomplished on a rolling basis on facilities that are more than 10 years old but not those that have been recently renovated. Such assessments typically look at all building envelope systems, building systems, architectural finishes, and various code requirements. The information is stored in the Facilities Department and regularly referred to in order to develop maintenance programs and capital improvement plans. Since these assessments began, some auxiliary-funded units, such as University Housing, have likewise conducted similar assessments utilizing the services of the same consultant.

The Florida State University Facilities Department is responsible for the repair and maintenance of the vast majority of University space as well as all the grounds, all sidewalks and roads, most roofs and most of the structural, mechanical, electrical, and plumbing components associated with the University's physical plant. The Department is also responsible for the planning, coordination and design of all renovation and new construction projects as well as the maintenance of grounds,

and building services. Maintenance work is divided into two categories defined as General Maintenance and Preventive Maintenance. General Maintenance is defined as the repair and replacement of components to restore equipment, structures, and facilities to their optimum level of operation.
The University conducts a Preventive & Predictive Maintenance (PM) program, which is designed to minimize inconvenience to building occupant and the cost of premature equipment and facility failure. The program encompasses virtually all mechanical/electrical equipment including but not limited to large and small air conditioning units; cooling towers; HVAC control systems (mechanical, electrical, electronic, pneumatic, fire, smoke, and intrusion alarm systems); elevators; steam traps; chillers; emergency generators; and utility meters. All items of equipment specified by the Department of Management Services Preventive Maintenance Inspection system are included in this program.

Appropriate daily, weekly, monthly, quarterly, and semiannual PM schedules detail specific tasks to be accomplished for each item within the program. These tasks include: lubrication, adjustment, belt and filter changes; testing; exercising emergency generators; chemical treatment of cooling towers; coil cleaning; roof maintenance; servicing of fire, smoke and intrusion alarm systems; and maintenance and testing of emergency lighting and exit sign systems.

All newly acquired equipment of this type included in the University's PM program is automatically added. Tasks and schedules follow the manufacturer's recommendations and good maintenance practices. Relamping and minor repairs to light fixtures are also included in the PM function.

There are a number of employees assigned directly to this program. These employees are supplemented by the Maintenance Section's shop personnel and outside contractors to assure that equipment is serviced on a timely basis.

Each year as part of its Fixed Capital Outlay Budget Request, the University projects the funding needs to properly support the entire PM program, not just for the Main Campus but satellite properties as well. The funding requirement for this particular program is based upon current needs as well as new facilities that will come on line in the planning period. A copy of the University's annual Fixed Capital Outlay Budget Request is available for inspection in the Facilities Department.

Considering the size, age and condition of the University's physical plant as well as current levels of funding, every effort is made to consider adaptive use of facilities during the planning of major

construction and renovation projects. Additionally, in considering the assignment and use of space within particular buildings, consideration is given to adaptive use especially in cases where costly renovation may be the only alternative. Because of limited resources, the University is forced to operate in a number of facilities, which no longer meet contemporary standards. The periodic Educational Plant Survey process provides testament to this fact by the number of facilities, which are typically recommended for demolition.
Obviously, the most significant problem associated with the replacement, expansion or repair of any existing facilities centers around the issue of funding. Delays in funding major and minor renovation and remodeling projects further aggravate the situation since needed repairs or replacement are not completed in a timely manner.

Beyond funding however there are other factors, which must be considered in planning either new construction or renovation; factors, which involve the fulfillment of specific programmatic, needs. The educational survey process is one means of verifying the institutional need for a particular project. Such a recommendation must be based either upon the statistical space justification or extenuating circumstances.

The timing or phasing of a project is particularly important especially if other projects or infrastructure improvements are prerequisite. The University has based its current Fixed Capital Outlay Budget Request in part upon a particular sequence of new construction and renovation activities. If there is an interruption in this sequence, then contingency plans must be implemented. The overriding planning philosophy that must be utilized in preparing such long-range plans is one of flexibility.

As stated earlier, the University has several active programs that address such issues as life safety, asbestos, energy efficiency, roof management, ADA compliance, and the like. The following is a brief discussion of some of these programs:

Life Safety:
The Environmental Health and Safety Section maintains a record of the annual inspection reports produced by the Office of the State Fire Marshal and develops a plan to correct violations. In turn, the Facilities Department utilizes the information contained in these reports when programming or designing facility renovations.

Asbestos and Hazardous Materials:
The University maintains a list of facilities, which contain hazardous materials such as asbestos that require abatement. The Environmental Health and Safety Section provides lead management

to the University community on detection and abatement activities. The University utilizes the services of a professional consulting firm to provide technical assistance on detection, abatement design, abatement, air monitoring and related activities. The Environmental Health and Safety Section coordinates the scheduling and accomplishing of abatement activities.

Energy Efficiency:
The Facilities Department has several current programs and projects which have been implemented to improve energy efficiency including significant capital investment projects, equipment efficiency upgrades, and light fixture replacement to name a few. Additionally, the designs of most major projects are required to conduct life cycle and energy analyses and to implement the results of those studies in the project design. Currently the university uses “LEED” (Leadership in Energy and Environmental Design) concepts in all new construction and major renovation design.

Roof Inspections:
The Facilities Department conducts periodic visual and infrared roof inspections of University facilities to determine the condition of roof systems and to plan any necessary corrective actions.