

Policy on Repair and Renovation Funding

I. POLICY STATEMENT

Auburn University's (the University's) "Policy on Repair and Renovation Funding" provides guidance and direction regarding the use of Repair and Renovation Funding for University projects.

II. POLICY PRINCIPLES

- A. Facilities Eligible for Repair and Renovation Funding: Repair and Renovation Funding is used to maintain, most, but not all, General Fund-supported facilities on campus. The following facilities are supported by University General Funds and thus are eligible for Repair and Renovation Funding:
1. Provost or College/School Assigned Instructional Facilities
 2. Provost or College/School Assigned Research Facilities
 3. University, Provost, or College/School Assigned Academic Support Facilities
 4. University, Provost, or College/School Assigned Administrative Facilities
 5. University Libraries
 6. Student Affairs and Campus Recreation Facilities for which no student fee has been established to fund the facility
 7. University Service and Support Facilities
 8. University Infrastructure
- B. Special Funding Agreements: Some campus facilities have special funding agreements in which the support to the facility is split funded between University General Fund and the requesting organization(s). The use of Repair and Renovation Funding for such facilities mirrors the split-funding agreement: e.g. if the University provides General Fund support at 40%, Repair and Renovation Funding would cover 40% of the cost of a repair project and the requesting organization(s) would fund the other 60%. Facilities Management maintains a list of split-funded facilities.

III. EFFECTIVE DATE

May 2, 2014

IV. APPLICABILITY

This policy applies to all facilities on the University's main campus.

V. POLICY MANAGEMENT

Responsible Office: Auburn University Facilities Management

Responsible Executive: Executive Vice President, Auburn University

Responsible Officer: Assistant Vice President, Facilities Management

VI. DEFINITIONS

Deferred Maintenance: maintenance work that is not funded in an annual University General Fund Budget and will be deferred to a future budget cycle or postponed until funds are available. Note: Within Auburn University, this term historically has been used to describe a category of funding utilized by the University to repair and maintain its facilities. With the establishment of this policy, the term Deferred Maintenance will no longer be used to describe funding of this nature and will be replaced by the term Repair and Renovation Funding.

Repair and Renovation Funding: a category of funding utilized by the University to repair and maintain its facilities. Repair and Renovation Funding is allocated annually as part of the overall University General Fund budget. Within the University, Facilities Management manages Repair and Renovation funds. The intent of Repair and Renovation Funding is to maintain the University's buildings and facilities in an operable condition to ensure they meet the University's mission.

General Fund: usually refers to unrestricted funds excluding auxiliaries. Includes base funds (state appropriations and general tuition and fees) and soft funds.

Construction Project: any undertaking to maintain, repair, alter, modify, renovate, or construct University facilities or buildings, including component building systems. Projects are further categorized by the type of work being performed as follows:

Alterations and Modifications Projects: change how the space within a facility is used. Alterations and modifications projects may also improve or upgrade building systems or components, including those that are not necessarily deteriorated to the point that repair or replacement is required. The difference between an alterations and modification project and a renovation is that the primary purpose of an alteration/modification is to change the use of space within the facility or upgrade the quality of an otherwise functional space, whereas the primary purpose of a renovation is to keep the facility in good operating condition and extend the life of the building.

Maintenance and Repair Projects: keep facilities in good operating condition and maintain the existing functionality by fixing or replacing inoperable, deteriorated, or malfunctioning building systems or components. Maintenance and repair projects in a facility typically are not as extensive as renovation projects.

New Construction Projects: constructs a new facility or builds a substantive addition to an existing building or infrastructure that increases the assets of the University.

Renovation Projects: repair, replace, and upgrade all or most of the systems in a facility, or a major portion of a facility. The purpose of a renovation project is to extend the life of a building. Renovation projects are undertaken when building deterioration is so extensive that a comprehensive repair to the whole building is required to keep facility in good operating condition and to maintain its functionality. Renovation projects may alter, modify, or reconfigure the spaces within a facility. The difference between a renovation and an alterations and modification project is that the primary purpose of a renovation is to keep the facility in good operating condition and extend the life of the building, whereas the primary purpose of the alteration/modification is to change the use of space within the facility or upgrade the quality of an otherwise functional space.

VII. POLICY PROCEDURES

Repair and Renovation Funding may be allocated for the following:

A. Maintenance of Facility Systems

Broadly stated, for any General Fund-supported building on campus, the University is responsible for maintaining the core facility and its component systems. The core facility and component systems includes the following:

1. Building foundation and structure
2. Building envelope, to include roofs, walls, windows and exterior doors.
3. Interior walls, floors, ceilings, doors, lighting, and finishes.
4. General heating, ventilation, and air conditioning to all spaces.
5. Electric power, lighting, for all spaces.
6. Water supply/drainage and sanitary sewer systems.
7. Fire alarm, sprinkler, elevators, and access control systems.
8. Grounds, landscaping, parking areas, and sidewalks.
9. Repair and Renovation Funding will be principally be used to ensure these systems and the overall facility remain operable.

Note: As a general rule, Repair and Renovation Funding is not used to fund specific systems or equipment required by building occupants for instructional, research, or administrative purposes. See the University policy: "Funding Policy for Installed and Movable Equipment Installation on Maintenance, Repair, Alterations and Modifications, or Renovation Projects"

B. Maintenance of Campus Infrastructure

The repair, maintenance, or minor construction of campus infrastructure, to include, but not limited to:

1. Utility plants and distribution/collection systems
2. Roads
3. Parking lots and parking structures
4. Sidewalks, concourses, and plazas
5. Landscaping
6. Campus grounds and lands

C. Facility Renovations and Alterations

To fund facility renovations or alternations required to (1) maintain and upgrade a facility, (2) to meet emergent University requirements, or (3) to improve the utilization of a University facility or space. In cases where renovations or alterations improve the utilization of University space, Repair and Renovation Funding may be used to fund furniture as required to implement the improved utilization.

D. Annual Project Prioritization Process

To fund projects submitted by the Colleges and Schools as part of the Annual Call for Work project submission process. This process allows Deans to submit project requests for their facilities annually to ensure they can take care of high priority College/School requirements. The Provost's Office and Facilities Management prioritize the requests and fund projects in priority order until the funds allocated for this process are expended. Most projects funded by this program will be split funded with Repair and Renovation Funding paying half and the College/School paying half.

E. Minor Construction

To fund minor construction work ancillary to existing facilities as needed to maintain them or support University operations. These projects will generally be very limited in scope and of small cost.

F. Campus Planning

To fund campus master plans, planning studies, conceptual studies, or other planning work needed to support the University mission.

G. Facility Planning and Design

To fund facility conceptual studies, program development, and project designs.

H. Construction Management Oversight

To fund construction management and oversight for non-University projects on University-owned land. Examples would include construction management and oversight of project work for fraternities or Auburn Regional Airport.

I. Long Range Maintenance Planning

To fund actions to develop Facility Condition Assessments and Long Range Maintenance plans for the University.

J. Other

To fund valid facility requirements in which there is no other source of funding. For example, Repair and Renovation Funding may be used to a portion of the resolution of a contract dispute for which the University is responsible.

VIII. SANCTIONS

Failure to use Repair and Renovation Funds in an appropriate manner may result in reduced future Repair and Renovation Funding.

IX. EXCLUSIONS

The following facility types are not principally supported by University General Funds, and thus are not eligible for Repair and Renovation Funding:

- A. Auburn University Auxiliary Facilities:
 - 1. Student Housing
 - 2. Student Dining
 - 3. Tiger Transit
 - 4. Auburn University Regional Airport
 - 5. Bookstore
- B. Athletics Department Facilities
- C. Alumni Association Building
- D. Fraternity Houses and Sorority spaces
- E. Auburn Research and Technology Foundation Facilities
- F. Agricultural Experimental Service Facilities
- G. Agricultural Cooperative Extension Services Facilities
- H. Student Affairs and Campus Recreation Facilities for which a student fee has been established to fund the facility

X. INTERPRETATION:

Establishment of Repair and Renovation Funding Priorities: Facilities Management has the responsibility for establishing University-wide Repair and Renovation priorities and funding plans on an annual basis. Facilities Management, using its best judgment and expertise, will assess the urgency and severity of the problems needing Repair and Renovation Funding to determine annual funding priorities. Criteria for prioritization include:

- 1. Eliminating life safety or hazardous conditions.
- 2. Ensuring the integrity of building envelopes.
- 3. Repairing or replacing of inoperable building system equipment.
- 4. Repairing or replacing of building system equipment for which imminent failure is likely.

5. Avoiding disruptions to University operations.
6. Preventing degradation of the University to execute its mission.
7. Ensuring the efficient utilization of space on campus.
8. Compliance with regulatory requirements.
9. Improving the efficiency of University systems.
10. Upgrading facilities to improve their ability to support the University's mission.
11. Enhancing the campus aesthetically.

The University's ability to fund work is strictly limited to an "as funds are available" basis. If Repair and Renovation Funding is not available for a specific requirement, the execution of the work may be deferred to a subsequent fiscal year.

ADOPTED: May 2, 2014