

Capital Planning and Facility Operation

MAJOR MAINTENANCE INITIATIVE FAQ's

#1 What was the purpose of the initiative?

- Due to continued financial constraints, a review of our capital assets revealed that infrastructure improvements exceed the annual allocation requiring deferment of several projects.
- It is our recommendation that the major maintenance protocol follows a well-established single process model, encompassing all inter-related projects maximizing the capital improvements while reducing costs. This will best ensure that the most critical maintenance needs are identified and addressed.

#2 What is Major Maintenance?

- Also known as a Deferred or Planned Maintenance, it encompasses funding resources for expenditures for major repair or replacement of existing facility components.
- Typically, Major Maintenance is used for large-scale replacement of roofing, plumbing, heating, air conditioning, electrical systems, wall systems, floor systems, etc.
- Major Maintenance reserves a different source of funding for expenses that do not occur at the same level each year, which avoids spikes in rates charged to customers from year-to-year.

#3 How will this benefit my department?

- Currently, each division within the Student Affairs Auxiliary Services utilizes a variety of plans addressing capital improvement needs. Establishing a single process model provides our organization clarity in the types of inter-related projects performed across SAAS divisions.
- Collaboration and simultaneous projects may lower project costs & provide quicker delivery; bigger bang for the buck.
- The system evaluates maintenance conditions against industry standards AND impact upon “mission critical” functions. This mechanism allows the customer experience to enter into the decision-making process.

#4 How will the operation of the system fit into my daily schedule?

- The systems will revolve around your department's budget development timeline. It is hoped that all SAAS budget timelines are coordinated at some time in the future to maximize efficiencies.
- The general monitoring of your projects and the processing of purchase, contracts and invoices will mimic a typical day of business processing. However, there will likely be some innovation by the Finance Team that effect typical processes in some way.
- The initial implementation will require a large amount of time due to the extensive data mining necessary to know the current maintenance status of various building systems.

#5 How much clerical support, if any, will be required?

- Initially, the development of the building systems template will require extensive data mining and survey to confirm the current state of facilities in accordance with the standard criteria.
- The incorporation of the new funding request document will require staff resources to establish a capital development plan utilizing the tools established through the initiative.
- Maintaining and updating the building systems template and annual funding requests will become routine.

#6 Who will monitor the Major Maintenance transactions?

- Depending on your internal organizational structure, each project may be processed through an internal purchase order, a project manager within either Facilities Management or
- The project manager/designee is responsible for authorizing and tracking the projects expenditures and progress.

#7 How easily can I use the new system/processes?

- The new tools will streamline the approach to long range planning within SAAS. The building systems template in its current state collects the most frequently requested aspects of our facilities, listing their replacement dates and cycles.

RESOURCES

- This process will allow for greater ease in Major Maintenance budgeting development planning and enabling a centralized storehouse of data for the current state of our facilities.

#8 How easily can I retrieve the data?

- Currently, the tools we have developed expanded upon a best practice identified with our organization, capturing the financial tools and accountability requirements necessary for project cost data.
- We are reviewing web-based functions for later deployment that would enable ease of access through a specialized website, capturing greater transparency as to how our resources are utilized within our organization.