

Student Affairs Auxiliary Services  
**MAJOR MAINTENANCE FUNDING REQUEST**

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**I. PURPOSE AND GOALS**

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**The purpose of Major Maintenance is to provide a stable funding source to sustain safe, secure, well-maintained and affordable residential communities, student center, hospitality & dining services, recreational facilities and child care facilities.**

**GOALS**

**1. PARITY**

- Identify and evaluate needs of entire Student Affairs Auxiliary Services through objective criteria

**2. CONSISTENCY**

- Provide equivalent and balanced maintenance conditions throughout all areas and structures
- Apply standardized evaluation criteria thoroughly

**3. RELIABILITY**

- Anticipate funding of long-term needs, thereby facilitating the best course of present-day needs
- Responsive to unforeseen situations and emergencies
- Address facility needs as appropriate for age and type of construction

**4. EFFICIENCY**

- Identify opportunities to achieve economies of scale, convenience and cost-effective improvements
- Evaluate operational and administrative impacts to facilitate timely project completion

## II. DEFINITION OF FUNDING STRATEGIES

### A. LIFE CYCLE MAJOR MAINTENANCE

1. **Routine replacement** of finishes, fixtures and equipment (FF&E) that require periodic replacement in accordance with Student Affairs Auxiliary Services standards (other similar terms: predictive, recurring, cyclical, annual, ongoing). Unit Directors have the discretion to operationalize expenses in excess of thresholds:
  - a. Housing costs of \$35,000 or more (per project)
  - b. Student Center costs of \$10,000 or more (per project)
  - c. Dining cost of \$10,000 or more (per project)
  - d. Child Care cost of \$10,000 or more (per project)
  - e. ARC cost of \$10,000 or more (per project);
2. Funding is required over several years to implement phased replacements;
3. Scope can be reasonably anticipated over a 5-year timeframe, although not necessarily identical quantities each year;
4. Amount of funding required would cause significant fluctuation in rates if planned as an operating expense;
5. Examples: replacement of hot water heaters, appliances, mattresses, floor coverings, exterior painting and network servers.

### B. SUPPLEMENTAL MAJOR MAINTENANCE

1. Significant alternations or structural changes in an existing building that results in greater usefulness, increased efficiency, or the increased life of a building, which cost \$35,000 or more (UCOP Accounting Manual for Plant Accounting, Policy P-415-3, section II.B.);
2. Routine maintenance of furnishings, fixtures and equipment (FF&E) that cannot be phased over multiple years; must be funded in one year;
3. Examples: replacement of utility services components (plumbing, electrical, gas and network administrative controls), roof replacements and fire / life safety systems.

### C. OPERATING BUDGET

1. Maintenance projects of any type that are less than costs identified in Section II.A.1., at the discretion of unit Directors;
2. Routine maintenance that is reliably the same cost each year, and does not cause fluctuation in rates.

### III. SUBMITTAL PROCESS

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The Department Head reviews proposals submitted for funding in conjunction with the operating budget development cycle. Projects are considered in relation to the goals of Major Maintenance: Parity, Consistency, Reliability and Efficiency. Detailed evaluations are made through application of Replacement Cycle Guidelines and Review Criteria, as defined below. These analyses balance quantitative and qualitative factors, and rely heavily on input from all areas.

#### A. REPLACEMENT CYCLE GUIDELINES

Various building systems have been categorized and prioritized in terms of ability to meet the mission of Student Affairs Auxiliary Services. The condition and urgency of repair/replacement is to be defined through use the Review Criteria in Section III.B.

Additionally, standard service life goals are identified for various components of building systems, where applicable. Replacement of building components within this timeframe is ideal to maximize the safety and comfort of internal and external clients. ***The quantity of years a building system has been in service must be referenced in funding proposals so that it can be evaluated in the context of standard service life goals.***

#### BUILDING SYSTEMS

##### Priority 1 – Fire / Life Safety

- Fire alarms (40 years), fire suppression systems and all related components (25 years)
- Installations whose condition is monitored and evaluated by Code

##### Priority 2 – Utility Services

- Installations that convey and treat various utility services; fixtures utilizing these services are considered Priority 4
  1. Water and sewer piping (plumbing fixtures 30 years)
  2. Electrical transformers, switches, panels (25 years)
  3. Hot water heaters (12 years)
  4. Boilers (20 years)
  5. Heaters
  6. HVAC packaged units (30 years equipment and controls; distribution HVAC 50 years)
  7. Computer network servers (4 years)
  8. Elevator (25 years)
  9. Lighting Upgrades
  10. Inverter (15 years)
  11. Monitoring-Based Commissioning

**Priority 3 – Building Envelope**

1. Roof replacements – Performance of a roofing system can vary, even for installations that are otherwise identical. The replacement timeframe is provided only as a guideline for planning purposes. Actual replacements schedule should be determined by applying Review Criteria in Section III.B. to actual conditions.
  - a. Built-up roofing (approximately 15 years)
  - b. Composition shingle (approximately 25 years)
2. Balcony and stair replacements
3. Exterior painting (10 years)
4. Windows and doors (30 years)
5. Wood Pillars

**Priority 4 –Fixtures, Finishes and Equipment (FF & E)**

1. Appliances/Kitchen Equipment
  - a. Stoves (15 years)
  - b. Refrigerators (10 years)
  - c. Washer and Dryer (7-10 years)
2. Mattresses (5 years)
3. Floor covering
  - a. Carpet (7 years)
  - b. Vinyl (15 years)
4. Interior painting (3 years)
5. Furniture replacements
6. Window coverings
7. Acoustical wall coverings (15 years)
8. Audio Visual Systems
9. Recreational Equipment (15 years)
10. Bathroom Remodel
11. Miscellaneous

**Priority 5 – Sitework**

1. Parking lot lighting replacement
2. Walkway lighting replacement
3. Replacement of uneven walkway surfaces
4. Slurry sealing (4 years)
5. Asphalt and concrete paving replacement

## B. REVIEW CRITERIA

The following criteria have been developed to objectively evaluate projects throughout the Student Affairs Auxiliary Services. Prioritization of a project is determined by multiplying two scores: NATURE OF PROJECT and IMPACT. Projects with the lowest scores are the most urgent.

**NATURE OF PROJECT:** Rank 1 through 5 to describe the technical reason a project is necessary.

### 1 – Highest Priority

- Project is required **immediately**
  - a. Life / safety
  - b. Complete system failure

### 2 – Critical

- Project is required **within 1 year**
- System has begun to fail, causing significant cost / operational impact
  - a. Rapid deterioration in a system that causes intermittent interruptions or excessive maintenance (e.g., elevator equipment)
  - b. Service life has lapsed on a system that causes potential safety hazard, but has not yet failed (e.g., fire alarm panel, electrical system)
  - c. Deferred maintenance on functioning systems, that could cause safety hazard upon failure (e.g., backflow valves, GFI)
  - d. Roof replacements where *leaks cause significant damage*
  - e. Audio Visual service life has lapsed, causing a poor customer experience
  - f. Recreational and surface equipment service life has lapsed causes accreditation and safety hazard issues

### 3 – Potentially Critical

- Project should be complete **within 2 to 5 years**
- System failure imminent, costs will substantially increase if not addressed pro-actively
  - a. Service life has lapsed on a system that affects resident comfort (HVAC), but has not yet failed
  - b. Significant deterioration to aesthetic elements (carpet, cabinets, furniture, etc.)
  - c. Roof replacements when service life has lapsed, or where *leaks cause minor damage*

### 4 – Advisable

- Pro-active replacements to improve aesthetics or efficiencies on functioning systems
  - a. Replacement of aesthetic elements solely based upon service life or moderate deterioration
  - b. Proactive replacement solely to achieve operating efficiencies (e.g., appliances that are not Energy Star rated)

### 5 – New Installations

- Modernizations, enhancements
  - a. New computer installations
  - b. Reduce long-term maintenance
  - c. New security infrastructure

**IMPACT:** Rank 1 through 3 to describe effects if the project is not completed.

**1 – Higher**

- a. Safety hazard, or potential safety hazard
- b. Internal and External customer will not be able to continue basic routine
- c. Maintenance costs will continue to exceed normal expectations, or costs will significantly increase
- d. Intermittent failure will continue
- e. Significant portion of Internal and External customers will be adversely affected

**2 – Medium**

- a. Internal and External customer potentially will not be able to continue basic routine
- b. Internal and External customer normal routine will be moderately impacted; moderate discomfort
- c. Maintenance costs will potentially exceed normal expectations
- d. Intermittent failure may occur
- e. Cost efficiencies will be lost (higher project volume)

**3 – Lower**

- a. Few Internal and External customers will be impacted
- b. Ability to improve Internal and External customer convenience is lost
- c. Ability to improve existing service level is lost (proactive replacement)
- d. Efficiencies will not be realized (energy conservation)

## C. CALENDAR

This calendar represents the conceptual timeline for general planning purposes. Exact dates of deadlines will be published with the Budget Development Cycle for each fiscal year. It is critical to note that this timeline reflects the two-year funding cycle. The availability of these funds must be considered when scheduling and implementing projects.

**November 1:**

Deadline for completing tracking spreadsheet for each SAAS division

**January 1:**

Deadline for submittal of project proposals, including reference to Replacement Cycle Guidelines and Evaluation Criteria

**January 15:**

Presentations of operating budget and Major Maintenance proposals are made to Director Heads

**February:**

1. SAAS Department Heads will review all Major Maintenance proposals and compile similar projects within SAAS.
2. Department Heads analyses of proposals
3. Funding allocations are announced

**July:**

Funds available for encumbrance – *summer projects may require funding one-year prior to execution*

### D. Summary of Funding Strategies

(Revised October 10, 2012)

Priority	Building System (service life/maintenance cycle provided, where appropriate)	FUNDING GUIDELINES		
		Life Cycle Major Maintenance <sup>1</sup>	Supplemental Major Maintenance	Operating Budget
<b>1</b>	<b>Fire / Life Safety</b>			
	a. Fire alarm system replacement / upgrade (40 years)		X	
	b. Fire Suppression System (25 years)			
	c. Sprinkler system replacement		X	
<b>2</b>	<b>Utility Services</b>			
	a. Water and sewer piping replacement / re-routing (plumbing fixtures 30 years)		X	
	b. Electrical transformer, switch, panels (25 years)		X	
	c. Hot water heater replacements (12 years)	12		
	d. Boiler equipment replacement (20 years)		20	
	e. Heater replacement		X	
	f. HVAC packaged unit (30 years equipment & controls) (distribution HVAC 50 years)		X	
	g. Computer network servers (4 years)	4		
	h. Elevator (25 years)		X	
	i. Upgrade Lighting		X	
	j. Inverter (15 years)			
	k. Monitoring-based Commissioning			
<b>3</b>	<b>Building Envelope</b>			
	a. Roof replacements (investigate to confirm replacement is required) (approximately 15 years)			
	1. Built-up (approximately 15 years)		15	
	2. Composition shingle (approximately 25 years)		25	
	b. Balcony and stair repair / replacements		X	
	c. Exterior paint (10 years)	10		
	d. Windows and doors (30 years)		X	
	e. Wood Pillars			X