DEFERRED MAINTENANCE PROCESS & RESPONSIBILITIES

PURPOSE
This document is intended to outline the process and responsibilities for the UTSA Office of Facilities Deferred Maintenance Program.

DEPARTMENTS AND PERSONNEL AFFECTED BY THIS PROCESS
Facilities Operations and Maintenance (O&M)
Facilities Planning and Development (FPD)
Facilities Engineering and Project Management (EPM)
Facilities Business & Customer Services (FCS)

DEFINITIONS
Deferred Maintenance Program – A plan to address deferred maintenance projects.
Building System – A building element serving a specific purpose. Examples include:
- Roofing
- Exterior
- Elevators and Conveying Equipment
- Electrical Equipment
- Heating, Ventilation, Air Conditioning (HVAC)
- Plumbing
- Fire Protection Systems
- Fire Detection Systems
- Interior Finishes
- Built-in Specialties and Equipment
TMA – The computerized maintenance management system (CMMS) used by the Office of Facilities that includes inventories of building subsystem components, tracking of corrective maintenance activity, and management of preventive maintenance programs.

GENERAL RESPONSIBILITIES
Facilities Planning and Development:
- Maintains a list of building and grounds deficiencies to be programmed into deferred maintenance projects.
Maintains a list of identified safety and code issues (in coordination with Environmental Health Safety and Risk Management (ESHRM)).

Maintains a list of identified accessibility-related issues (as defined by the United States Americans with Disabilities Act and the Texas Accessibility Code).

Coordinates assessments of specific buildings and systems by qualified third party consultants and documents the results in the deficiencies database.

Tracks and provides reports on status of identified deficiencies from all sources using appropriate database technology.

Develops the scope and “total project cost” budgetary estimates for programmed projects.

Updates the UT System database, provides deferred maintenance and campus condition data to Texas Higher Education Coordinating Board (THECB) as needed, and creates ad-hoc reports for Facilities management as requested.

**Operations and Maintenance:**

- Identifies building and infrastructure deficiencies.
- Determines alternate approaches to correcting identified deficiencies through repair, refurbishment, or replacement.
- Determines whether corrections can be made with O&M funds and personnel or if contractor/consultant support is required.

**Engineering & Project Management:**

- Reviews scope and budgets for funded projects during transfer of projects from Planning to Project Management for execution.
- Coordinates pre-construction phases to ensure adherence to scope definition.
- Coordinates design and construction to ensure quality of installation.

**Facilities Business Services & Customer Support**

- Coordinates the creation of accounts for funded Deferred Maintenance program projects and tracks project costs through various systems.
**PROCESSES**

*Identification of Deficiencies and Renewal Needs*

**Assessment**

Facilities Planning and Development (FPD) is responsible for managing assessment of UTSA facilities for the purposes of developing long range maintenance plans and renewal needs. FPD coordinates and schedules “facility audits” of key University facility assets.

**Deficiency Identification**

Facilities Operations & Maintenance (O&M) identifies building and infrastructure issues that require major maintenance to correct. A preliminary budgetary estimate is developed that would include labor and materials (no contractor mark-up, fess, or contingencies). This list is further refined by identifying which issues can be corrected with O&M funds and personnel resources and which require third party contractors, design, or consultant evaluation.

Issues to be corrected with O&M resources are entered into the TMA system as “Deferred Maintenance” type items and assigned to the appropriate team for execution. All others are passed on to Facilities Planning and Development to be included in the Deferred Maintenance program database.

**Prioritization**

Beginning in the spring of each year FPD schedules meetings with multiple representatives from O&M, EPM, and BCS. Projects are reviewed and discussed and prioritized in a collaborative manner, with the goal of providing a complete, prioritized list of deferred maintenance projects to the Associate Vice President for Facilities four weeks prior to the new fiscal year. The factors considered in prioritization include:

- **Health & Safety (HS)** – The identified issue affects the health and safety of people on UTSA grounds or in UTSA buildings. Note that health and safety issues that have high severity and/or high likelihood are handled through other processes and never “deferred.”
- **Asset Preservation (AP)** – The identified issue damages other UTSA assets or limits their utility.
- **Program Support (PS)** – The identified issue is needed to support an existing or planned University program.
- **Regulatory (RG)** – Identified issue supports a legislated or University mandated requirement. As with Human Safety, issues that are identified as significant violations of building codes or regulations are not “deferred.”
- **Community/Sustainability (CS)** – Identified issue affects the use of natural resources or impacts UTSA’s responsibility as a part of the south Texas community.

**Funding and Execution**

Projects are reviewed, approved, and funded by the Vice President for Business Affairs early in the fiscal year cycle. Approved projects are immediately assigned to a Project Coordinator and scheduled for design and construction.