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**Subject: Renovation, Maintenance and Repair of Leased University Facilities**

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## **1. Purpose**

The Director of Real Estate Management is charged with the responsibility for the design, construction and maintenance of the university’s leased facilities. The purpose of this policy is to provide the necessary structure to successfully manage this responsibility.

## **2. Policy**

All construction, renovation, maintenance or repair of university leased facilities, and the installation of equipment within those facilities, shall be accomplished under the management and direction of the Real Estate Management office. This policy shall not apply to university owned facilities and portable equipment.

## **3. Procedures**

### **3.1 Point of Contact**

Real Estate Management shall be the single point of contact for all university leased facility work covered by this policy. Members of the university community wishing to pursue any activity which involves the construction, renovation, maintenance or repair of any university leased facility shall contact Real Estate Management to initiate these activities. These may include: procurement of professional design services, including procurement of architect-engineering firms to prepare plans and specifications for facilities projects; preparation of designs; procurement of labor and materials; and accomplishment of the work itself. Questions about project feasibility, cost estimates, university procedures, and similar issues should be directed to the Property Manager. Questions about maintenance, repair of facility and similar issues should be directed to the Property Coordinator.

### **3.2 University Departments, Building Owners and Regulatory Agency Contacts**

Real Estate Management shall work with other university departments, building owners and outside regulatory agencies to develop and implement procedures to ensure full compliance of the design and execution of the work with applicable codes, standard permitting requirements and other university concerns. Within the university structure, these contacts shall include, but are not limited to:

- Office of the University Architect
- Facilities Services
- Environmental Health and Safety Services

- Communication Network Services

### 3.3 Enforcement

Real Estate Management shall ensure that the requirements of this policy are enforced. This policy establishes the university's mechanism for ensuring all leased space is renovated and maintained in accordance with the terms and conditions of the lease agreement and the Virginia Public Procurement Act.

## 4. Definitions

- **Building service equipment:** The fixed equipment associated with any mechanical, electrical, plumbing, elevator, or fire protection system within or serving a facility.
- **Facility:** Any portion of a building, structure or area, including the site on which the building, structure or area is located, wherein specific services are provided or activities are performed. This includes all utilities, systems and building service equipment associated with the facility.
- **Leased Facility:** Any portion of a building, structure or area that is not owned by the university but is utilized by the university through an executed contractual agreement.
- **Maintenance:** Work performed to a facility or the fixed systems and building service equipment therein, for the purpose of maintaining quality and functionality.
- **Portable equipment:** Equipment used within a facility but without permanent connection to the building's utility services.
- **Renovation:** Any work to a facility or the fixed systems and building service equipment therein which is done to improve the existing level of quality and functionality, or to accommodate a change in the nature of the use of a space within a building or facility.
- **Repair:** The reconstruction or renewal of any part of an existing facility for the purpose of maintenance or restoration of its state.

## 5. References

Virginia Public Procurement Act

## 6. Approval and Revisions

Approved April 24, 2002 by Raymond D. Smoot, Jr., Vice President for Administration and Treasurer.

- Revision 1

Minor changes to correct position and department titles and revise the definition of "Leased Facility".

Approved June 18, 2009 by Vice President for Administrative Services, Sherwood G. Wilson.