I. PURPOSE & INTENT

Facilities maintenance is the ongoing program for the upkeep and preservation of buildings, grounds and infrastructure and to maintain them in a condition adequate to support the University of South Florida System (USF System) mission. The Vice President for Administrative Services of the Tampa Campus and the Regional Chancellors or designees of each regional campus or separately accredited institution shall be responsible for maintenance of all buildings on each respective campus and shall establish the minimum level of maintenance and services to be provided for university facilities.

II. STATEMENT OF POLICY

The Vice President for Administrative Services can delegate the authority and responsibility for the maintenance of non-E&G buildings and grounds to the senior leadership of the non-E&G organization.

Facilities include buildings, building equipment and systems, infrastructure, utilities, grounds, etc. Facility maintenance includes planned maintenance activities and unplanned maintenance activities:

A. Planned maintenance activities are categorized as (1) Preventive Maintenance which includes inspecting, replacing, or refurbishing an item at a fixed interval regardless of its condition at the time (2) Predictive Maintenance is maintenance that uses technology that allows forecasting of failures through monitoring and analysis of the condition of the equipment; and (3) Deferred Maintenance is maintenance activities that will be completed dependent on a future budget cycle or available funding.
B. Unplanned maintenance activities are categorized as (1) Corrective Maintenance which is maintenance required to correct an unanticipated component or equipment failure that has occurred or is in the process of occurring; and (2) Emergency Maintenance which is immediate response and repair due to potential danger to occupants or facility.

Legislatively approved and funded Plant Operation & Maintenance funds will be used to fund the maintenance of E&G buildings. Building maintenance for spaces that are in E&G funded buildings, but are primarily used for non E&G purposes, shall be performed for a charge to the non-E&G departments. The maintenance for non-E&G spaces should be funded by the non-E&G organization.

The cost of alterations, installation and maintenance of department funded equipment, or work specifically requested to support a program or service will be funded from resources available to the requesting department.

*Current Responsible Office: Administrative Services

*Refer to the appropriate Responsible Office website for a current name of the Vice President or other Responsible Officer.