I. PURPOSE & INTENT

Building maintenance is the ongoing program for the upkeep and preservation of buildings as required to maintain them in a condition adequate to support the University of South Florida System (USF System) mission. The Assistant-Vice President for Facilities Management 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 structures.

II. STATEMENT OF POLICY

The Vice President of 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, control systems, grounds, roads, cameras, retention ponds, etc. Building maintenance includes the operation of building
Facility maintenance also includes: (1) ordinary recurring maintenance and repair of buildings and equipment, and (2) maintenance, repair, and replacement of building components and equipment.

The cost of maintaining University buildings, at established campus levels, will be funded from the campus maintenance budget for buildings for which state funds are received for maintenance purposes. 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. Building maintenance for non-E&G funded buildings or in support of non-E&G programs/activities in E&G funded buildings shall be performed on a charge-for services basis from funds (auxiliary, direct support organization, component unit, etc.) available to the sponsor/requestor.

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.

**Authorized and Signed By:**

Cynthia S. Visot, Chief of Staff and Interim Vice President for Administrative Services

Judy Genshaft, President