



**Campus Administrative Policy**

**Policy Title:** Facilities Management Building Maintenance Responsibilities

Policy Number: 3034 Functional Area: General Administration

Effective: January 1, 2022  
Date Last Amended/Reviewed: January 1, 2020  
Date Scheduled for Review: January 1, 2028  
Supersedes: Facilities Operations Anschutz Medical Campus (January 3, 2007)

Approved by: Donald M. Elliman  
Chancellor, University of Colorado Anschutz Medical Campus  
Michelle Marks  
Chancellor, University of Colorado Denver

Prepared by: Associate Vice Chancellor for Facilities Management

Reviewing Office: Executive Vice Chancellor for Administration and Finance,  
CFO

Responsible Officer: Vice Chancellor for Finance and Business Operations, CFO  
Associate Vice Chancellor for Facilities Management

Applies to: CU Anschutz Medical Campus  
CU Denver

**A. INTRODUCTION**

The University of Colorado Denver and University of Colorado Anschutz Medical Campus Facilities Management is responsible for the Building Maintenance and Operations program for all CU Denver | CU Anschutz (“university”) physical plant facilities and equipment as defined below. This policy is applicable to all buildings/sites owned or leased for use by the university. The university monitors the physical environment of building interiors, equipment, or other devices. This policy does not extend to affiliate sites where the University of Colorado Hospital or other property managers control these systems. Funding for this program is provided annually in the Facilities Management in the university Unrestricted Fund budget.

**B. POLICY STATEMENT**

The University has established the following guidelines to help define funding responsibility - Facilities Management or the individual department – for maintenance and repair of the physical plant facilities and equipment. In addition, these guidelines include information concerning how Facilities Management prioritizes the maintenance and repair needs funded by Building Maintenance and Operations.

**C. PROCEDURES**

1. Building Maintenance and Operations items funded by Facilities Management include the labor and materials required for the maintenance and repair of existing facilities and building systems. The primary Building Maintenance and Operations items include:
  - a. Major Utility Components for the operation and control of building systems.
    - i. Heating, ventilation, and air conditioning systems and associated equipment, including steam lines, steam condensate lines, chilled water lines, ductwork, starters, variable speed drives, motors, conduit, intake and exhaust fans, HVAC filters, thermostats, control panels, bearings, belts, pumps, air washers, cold rooms (repairs only, replacements are not covered).
    - ii. Electrical transmission and distribution systems and associated equipment, including feeder and sub-feeder switches, generators, transformers, attached exterior lighting and interior lighting for occupied and common areas, and fire alarm systems.
    - iii. Water and sewer transmission, distribution systems, and associated equipment, including pumps, valves, drains, faucets, fire line systems, standpipes, drinking fountains, domestic hot water, heat exchangers, etc.
    - iv. Natural gas transmission and distribution systems and associated equipment.
    - v. Campus infrastructure including steam and chilled water.
  - b. Operational Support and Life Safety System
    - i. Elevators
    - ii. Fire extinguishers
    - iii. Central natural gas systems utilized in laboratories on campus
    - iv. Central air vacuum systems.
    - v. Central deionized water production and distribution
    - vi. Central oxygen distribution systems
    - vii. Cold and warm rooms (repairs only, does not include complete replacement)
    - viii. Lock systems, doors, and auto doors for all common building entrances and exits
    - ix. Eye wash and emergency showers
    - x. Egress and exit lighting
  - c. Circuit Management review and inspection to determine circuit capacity, recommendations for greater distribution of electrical loads on circuits, and installation of new circuits if capacity exists within the existing electrical panel.
  - d. Structural exterior repairs to roofs, downspouts, drains, brickwork, concrete, and sidewalks.
  - e. Structural interior building repairs to foundations and windows; and the doors, walls, floors, and ceilings in public, common, and multi-use spaces (such as gross anatomy

labs).

- f. Site grounds including lawns, trees, shrubs, snow removal, irrigation systems, trash and recycling removal, etc.

## 2. Minor Repair and Painting Program

- a. A minor repair and painting program for the campus was established by Facilities Management. This program is dependent on the availability of funds, staff resources, and priorities among other projects or departmental needs.
- b. A team of painters/plasterers, carpenters, locksmiths, and pipe mechanic trades performs maintenance and preventive maintenance in public corridors, building system equipment rooms, and public spaces in, and around, campus buildings. Maintenance includes items such as:
  - i. Wall patching and plastering
  - ii. Painting
  - iii. Ceiling and floor tile replacement
  - iv. Door hardware and lock adjustment and repair
  - v. Signs in public areas providing general information (i.e. room number ranges, restrooms, etc.)
  - vi. Roof and flashing repair including gutter and downspout cleanout
  - vii. General LED, fluorescent, and incandescent light bulb replacement (excluding desks, freestanding wall systems lights and power, fume hoods, germicidal, and other special lamps) and installation
  - viii. Maintenance of fixtures and holders in public restrooms

## 3. Funding Allocation and Priorities

Due to funding limitations, Building Maintenance and Operations resources are allocated on a priority basis, with all major building utility systems (air, water, sewer, electricity, and gas) and life, safety, and operational support systems being the highest priorities. All other work, including interior building repairs, is accomplished on a 'fund availability basis.' It should be noted that general repair includes labor and material. The materials utilized refer to replacement parts of the existing utility and support systems. The Building Maintenance and Operations funding limitation does not provide for the total replacement of major utility and support systems. Funding for replacement of physical plant equipment and building systems has been provided by the State's Controlled Maintenance Program, internal carry forward funds, the CU Denver and Anschutz Medical Campus capital projects budgeting process or supplemental funds by the Executive Vice Chancellor for Administration and Finance.

## 4. Items not funded under Building Maintenance and Operations accounts, but available to departments by submitting job requests (pay-for-service) to Facilities Management include, but not limited to:

- a. Maintenance and repair of all office, health care, research, and associated special unattached equipment for the various programs and departments at the university.

This includes, but is not limited to, all research lab equipment, Reverse Osmosis systems, filters on compressed air machines, centrifuges, incubators, mixing valves, any department-specific or specialty equipment, and lab or departmental-specific equipment that provides a supplemental utility (i.e. vacuum, heating, cooling, electrical, HEPA (High-Efficiency Particulate Absolute) and specialty filters, etc.). The maintenance and repair of equipment of this nature is the responsibility of the departments utilizing such equipment.

- b. Refrigerators, freezers, ultra-colds, etc.
  - c. Remodeling, and cosmetic repairs of specific internal department work or service areas including, but not limited to painting, carpet, window coverings, and full-spectrum lighting.
  - d. Repairing, changing, or adding locks to doors, cabinets, desks, etc. for specific work or service areas.
  - e. Brackets and shelving for department work areas.
  - f. Parking lot and parking structure lights and general maintenance items.
  - g. Wiring and electrical hookups for research equipment or additional office equipment.
  - h. External building signs and internal signs specific to individual departments. General Public signage is funded by Building Maintenance and Operations.
  - i. Hooks and support hardware for flowerpots, pictures, wall hangings, etc.
  - j. Blackboards and other classroom aids.
  - k. Coat racks.
  - l. Repair of office furniture or equipment.
  - m. Any system, equipment, space, or building misused or damaged by an individual or department may not be covered by Facilities Management.
  - n. Steam and electric sterilizers.
  - o. Fume hoods other than airflows.
5. In order to ensure that maintenance and repair of facilities and equipment are performed as required and funded appropriately, access and complete appropriate forms online at the Facilities Management website. For immediate or emergency needs, contact Facilities Management Dispatch at 303-724-1777 or 303-315-7941 or email [dispatch@ucdenver.edu](mailto:dispatch@ucdenver.edu).

## Notes

1. Dates of official enactment and amendments:  
January 3, 2005: Adopted by Vice Chancellor  
January 1, 2007: Revised  
May 22, 2019: Modified  
January 17, 2020: Modified
2. History:

May 22, 2019: Modified to reflect a Campus-wide effort to recast and revitalize Campus policy sites into a standardized and more coherent set of chaptered policy statement organized around the several operational divisions of the university. Article links, University branding, and formatting updated by the Provost's office.

January 17, 2020: The policy was reviewed as part of the semi-annual review process. The current Circuit Management Review process was included (Section C.1.c) and funding/staff resources priority for Minor Repair and Painting (Section C1.a) was clarified.

3. Initial Policy Effective Date: January 3, 2005
4. Cross References/Appendix: N/A