Maintenance Policy

<table>
<thead>
<tr>
<th>Office of Accountability:</th>
<th>Vice-President (Facilities and Operations)</th>
</tr>
</thead>
<tbody>
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<td>Office of Administrative Responsibility:</td>
<td>Office of the Associate Vice-President (Operations and Maintenance)</td>
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<tr>
<td>Approver:</td>
<td>Vice-President (Facilities and Operations)</td>
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<td>Scope:</td>
<td>Compliance with University policy extends to all members of the University community.</td>
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Overview

Facilities and Operations acts with due diligence in addressing institutional priorities pertaining to infrastructure and related services. Facilities and Operations is responsible for maintenance activities required to be conducted on base building architectural, structural, mechanical and electrical systems; and to ensure that the University abides by appropriate building and safety codes. As part of planning for on-going maintenance activities, problems that arise from the unplanned breakdowns that occur with building systems components are addressed.

Purpose

To ensure that all maintenance activities to University facility base building systems are conducted in a planned manner and are consistent with University standards.

To ensure that predictive maintenance and preventative maintenance services are provided for facility base building systems in a managed process.

To ensure that problems (breakdowns) identified with base building systems in a University building are reviewed and addressed on a priority basis.

To ensure the safety and security of users of University facilities.

POLICY

Repairs, replacement or planned maintenance on University base building systems must be approved by the Associate Vice-President (Operations and Maintenance), and are addressed on a priority basis.

Faculties/Departments are responsible for maintaining departmental equipment.

DEFINITIONS

Any definitions listed in the following table apply to this document only with no implied or intended institution-wide use. [▲Top]

<table>
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<tr>
<th>University Facility</th>
<th>All lands, buildings, and space owned, operated or leased by the University of Alberta.</th>
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<tbody>
<tr>
<td>Base Building Systems</td>
<td>The basic building structure, including roof and exterior walls, basic mechanical and electrical systems, and the service core. Base building systems do not include:</td>
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<td></td>
<td>- Departmental specific equipment that is not part of the building</td>
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<tr>
<td>Architectural, Mechanical, Structural or Electrical Systems;</td>
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<td>- Furnishings, drapes, art work, departmental research equipment; exercise, program assistance or teaching aids.</td>
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**Predictive Maintenance**

Maintenance performed as a result of testing, such as oil or vibration analysis. Partially replaces preventative maintenance of some equipment.

**Preventative Maintenance**

Planned actions undertaken to retain an item at a specified level of performance by providing repetitive scheduled tasks that prolong system operation and useful life: inspection, cleaning, lubrication, and part replacement.

**Departmental Equipment**

Equipment that is specific to a Department or research function including ancillary electrical, mechanical and architectural systems that are installed specifically to support the research function.

Examples include:

- A clean room complete with packaged air-conditioning unit, special filtration and UPS power source that is in place to for a specific type of research. All equipment would be maintained by the Department.

- Freezers and refrigerators for storing lab research and/or materials; and also freezers and refrigerators used by Departments for staff use.

- Air compressors or vacuum pumps that are installed in a central mechanical room but serve one lab or research area within a building.

- Special water systems (distillation units) within labs.

- Exercise equipment.

- Air conditioning units for server rooms.

**RELATED LINKS**

Should a link fail, please contact uappol@ualberta.ca. [▲Top]

There are no related links for this policy.

**PUBLISHED PROCEDURES OF THIS POLICY**

Maintenance Request Procedure