Maintenance Policy

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<tr>
<th>Office of Accountability:</th>
<th>Vice-President (Facilities and Operations)</th>
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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 this University policy extends to all academic, support and excluded staff, postdoctoral fellows, and academic colleagues as outlined and defined in the Recruitment Policy (Appendix A and Appendix B: Definitions and Categories), undergraduate, graduate, Faculty of Extension students, emeriti, members of the Board of Governors, visitors to campus, visiting speakers and scholars, third party contractors and volunteers.</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 preventive 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 service level maintenance 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.

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<th><strong>University Facility</strong></th>
<th>All lands, buildings, and space owned, operated or leased by the University of Alberta.</th>
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| **Base Building Systems** | The basic building structure, including roof and exterior walls, basic mechanical and electrical systems, and the service core. Base building systems do not include:  
  * Departmental specific equipment that is not part of the building architectural, mechanical, structural or electrical systems;  
  * Furnishings, drapes, artwork, departmental research equipment, exercise equipment, program assistance equipment, or teaching aids. |
| **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 a packaged air-conditioning unit, special filtration.  
  * Uninterrupted power source in place to support a specific type of research.  
  * Freezers or refrigerators for storing laboratory research and/or materials.  
  * Air compressors or vacuum pumps, even when installed in an O&M mechanical room that serve one lab or research area.  
  * Specialized water systems (e.g. temperature, filtration, or purifying).  
  * Air conditioning units for server rooms, environmental chambers, or laboratory equipment such as microscopes, incubators, ovens, chromatographs, scales, sterilizers, glass washers, and cage washers.  
  * Fume hoods, biosafety cabinets, and laminar flow hoods.  
  * Recreational equipment.  
  * Pressure vessels used for research.  
  * Office furniture and equipment owned by Faculty.  
  * Appliances owned by Faculty (e.g. coffee machines, dishwashers, refrigerators, microwaves). |

Please refer to the joint memorandum and FAQs signed by the Vice Presidents of Facilities and Operations and Research on 10 October 2018 outlining the responsibilities associated with research equipment and research support systems.

**Note** - Departments may be responsible for premature replacement of building equipment as a result of abuse, vandalism or misuse that they could reasonably have predicted or controlled.
### Maintenance
Work required to preserve or restore buildings and equipment to their original conditions or to such a condition that they can be effectively used for their intended purpose, ensuring ongoing operation of the campus.

### Major Maintenance
Unplanned repairs and replacement, paid from the capital funds budget, that must be accomplished but that is not funded by normal maintenance resources received in the annual operating budget cycle.

### Normal/Routine Maintenance and Minor Repairs
Cyclical, planned work activities funded through the annual budget cycle, done to continue or achieve either the originally anticipated life of a fixed asset (i.e. buildings and fixed equipment) or an established level of performance. Normal/routine maintenance is performed on capital assets such as buildings and fixed equipment to help them reach their originally anticipated life. Deficiency items are low in cost to correct and are normally accomplished as part of the annual operations and maintenance (O&M) funds. Normal/routine maintenance excludes activities that expand the capacity of an asset, or otherwise upgrade the asset to serve the asset needs greater than or different from those originally intended.

### Predictive Maintenance/Testing/Inspection
Routine maintenance, testing, or inspection performed to anticipate failure using specific methods and equipment, such as vibration analysis, thermographs, X-ray, or acoustic systems, to aid in determining future maintenance needs. Examples include tests to locate thinning piping, fractures, or excessive vibrations that are indicative of maintenance requirements.

### Preventive Maintenance
A planned and controlled program of periodic inspection, adjustment, lubrication, and replacement of components, as well as performance testing and analysis. It seeks to extend the useful life of building systems and keep them operating near design intent. This means that PM program objectives include the following:

- Reducing the occurrence of breakdowns, particularly of critical systems. Documenting the performance of legally required work, such as fire alarm system testing. It is helpful to identify legally required work orders with a unique work indicator. This improves their visibility during execution and tracking.
- Reducing energy consumption.
- Reducing overall maintenance costs.

### 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**

**Building Maintenance Service Level document**

**Responsibilities Associated with Research equipment and Research Support Systems Memorandum**