



XAVIER UNIVERSITY

Facility Modifications

Effective: March 25, 2019

Last Updated: March 26, 2024

Last Reviewed: March 26, 2024

Responsible University Office: Physical Plant

Responsible Executive: Vice President, Financial Administration and Chief Financial Officer

Scope: All Members of the Xavier Community

A. REASON FOR POLICY

The purpose of this policy is to ensure Xavier's facilities are kept in good condition ready to meet the changing needs of a dynamic institution and that the highest priorities are identified and resolved. By adhering to this policy, budgets can be established and met for projects individually or overall, funds will be properly allocated to projects, and only those projects that have been properly vetted will be implemented.

B. POLICY

Facilities critical to the institution's mission must be kept fully operational and viable. The rolling five-year Capital Renewal Plan must be kept current for every facility with an appropriate schedule for Capital Renewal activity. Resources shall be allocated and utilized based on the procedures below.

C. DEFINITIONS (if applicable)

There are three categories of facility modifications ranging from the very simple to the more complex.

1. **Minor Repairs**: Unanticipated repairs that need to be made prior to the items scheduled renewal. These repairs are accomplished primarily through the Physical Plant work order system. Examples are repairing/replacing damaged items, cleanup after a flood, and failure of an item. Items can be anything related to the built environment such as: windows, doors, walls, floors, lighting, HVAC, roofs, etc.
2. **Programmatic Changes, Space Allocations or Reallocations**: Those activities that involve the movement of people or processes which may be program driven and result from changes to operations or functions. Examples of these are personnel additions, creation of new departments, relocations of individuals or departments, the addition of a

new curriculum, service or function and/or functional changes that may affect other departments.

3. Capital **Renewal Projects**: Activities that extend a component's lifetime, and reset the scheduled preventive maintenance and minor repairs. These projects are scheduled based on the Facility Condition Assessment which uses the life expectancy and replacement cost of a component to determine the replacement/repair timing and budget. The Office of Physical Plant is responsible for creating and maintaining an assessment forecast for all major buildings on Campus. This will happen automatically and no further action by the individuals outside Physical Plant is required.

D. PROCEDURES

1. **Minor repairs** for most facilities are resolved by Physical Plant through the work order system. Any student or employee of the University can submit a request using the request form at: <https://www.xavier.edu/plant/work-requests>.

Services provided are as detailed on the Physical Plant website:

<https://www.xavier.edu/plant/>. Priority is given to life safety items, followed by items affecting students or the educational process. All minor repairs are funded by the Office of Physical Plant's operating budget, with the exception of dorm damage. Residential facilities are evaluated at least two times per year by a combined team of Res Life and Physical Plant personnel. Damage to the student rooms caused by the occupant are funded by the dorm damage assessment.

2. **Programmatic Changes, Space Allocations or Reallocations** are resolved as follows:

Departments Needing Additional Space: Departments anticipating the need for additional space must submit a [Request for Space](#) to the UPRC subcommittee on space. The subcommittee will review all requests in accordance with the Space Management Policy. Once approval is received by the UPRC, the process below will be initiated.

Departments Needing to Modify Existing Space: Departments anticipating the need to change space must have the approval of the Division Leader along with appropriate funding.

Once scope and budget have been finalized, a Request for Funding (RFF) will be prepared by the Office of Physical Plant. This must be approved by the Vice President, Facilities, the Associate Vice President, University Budget Director and the Vice President, Financial Administration and Chief Financial Officer. Once approved, this allows Physical Plant to begin the project.

Physical Plant will assign a Project Manager who will then be responsible for completing the project within the established budget and schedule.

3. Capital **Renewal Projects**

At least annually, Physical Plant will develop a recommended list of Capital Renewal projects for each fiscal year in a five year planning horizon, but longer planning horizons

may also be considered. All recommendations will be based in part on the following criteria:

- a. Understanding of each project's scope and requirements and relationship to the Facility Condition Assessment Report.
- b. The project's fit within the Campus Master Plan and relationship to other fixed asset needs of the University.
- c. Each project's timing.
- d. Available sources of funding.

The recommended project list will be approved by the Vice President, Financial Administration and Chief Financial Officer and funding for Capital Renewal projects will be incorporated in to the University's annual budget.

Physical Plant is responsible for ensuring available funding before initiating a project. The Office of Financial Planning and Budgets, in consultation with the Vice President, Financial Administration and Chief Financial Officer, will periodically confirm the amount of available funding for Capital Renewal and other capital projects, recognizing the some projects may lapse fiscal years and require interim funding.

After confirmation is made that funding is available for projects through the annual budget or other sources (e.g., gifts), individual projects can initiated. Once scope and budget for a specific project have been finalized, a Capital Appropriation Form will be prepared by the Office of Physical Plant. This must be approved by the Vice President, Facilities; the Associate Vice President, University Budget Director and the Vice President, Financial Administration and Chief Financial Officer. Once approved, Physical Plant is permitted to begin the project.

Physical Plant will assign a Project Manager who will then be responsible for completing the projects within the established budget and schedule.

E. EXHIBITS

None

F. HISTORY

This is a policy that has been in practical use for many years.

Other applicable policies and/or resources:

Campus Master Plan
Campus Utility Master Plan
Ten Year Comprehensive Facilities Plan
Campus Sustainability Plan
Replacement Cycles - Physical Fixed Assets
Space Management Policy