**Facilities Management & Construction Policy**

1. **Purpose**

The purpose of this policy is to define responsibilities for the maintenance of University facilities, their contents, and campus grounds

1. **Authority**

[Code of Virginia Section 23.1-1301, as amended](http://law.lis.virginia.gov/vacode/title23.1/chapter13/section23.1-1301/), grants authority to the Board of Visitors to make rules and policies concerning the institution. Section 6.01(a)(6) of the [Board of Visitors Bylaws](https://www.odu.edu/about/bov/bov-manual/bylaws) grants authority to the President to implement the policies and procedures of the Board relating to University operations.

1. **Definitions**

**Americans with Disabilities Act (ADA)** - The ADA is a civil rights law that prohibits discrimination against individuals with disabilities in all areas of public life, including jobs, schools, transportation, and all public and private places that are open to the public. It guarantees equal opportunity for individuals with disabilities in public accommodations, employment, transportation, state and local government services, and telecommunications.

**Building Systems** - Includes the building envelope (roof, windows, foundation, etc.) attachments to a building, such as wiring, electrical panels, and electrical services, and fixtures, heating, ventilating and air-conditioning systems, plumbing, fire protection system, elevators, and environmental monitoring system. Also considered as related equipment are items, such as sinks, faucets, emergency eyewash/showers stations, drinking fountains, locks (both standard and electronic), fixed seating, generators (that support an entire building), reverse osmosis / de-ionized water systems, and fume hoods.

**Department of Engineering and Buildings (DEB)** - Serves as the Building Code Official for all facilities constructed on state-owned property.

**Interdepartmental Transfer (IDT)** – Refers to the process of increasing, decreasing, or transferring funds between line-items and/or department budgets. In this document term is used to describe work performed by Facilities Management & Construction but labor and/or materials are charged to requesting department.

**Modification** - Includes, but is not limited to, all minor construction; changes in facilities configuration; fabrication, alteration, removal, or installation of hardware and equipment; signs; setting up, relocation, or removal of partitions, doors, and windows; and changes in type of finishes and flooring materials; changes to a facility’s mechanical, electrical, plumbing, fire protection system, and environmental monitoring systems.

**Office/Program Equipment** – Equipment and systems that are unique to a college or department. Such equipment may include, but are not limited to, room furnishings, office and scientific equipment, both stand-alone and built-in, necessary to support a departments/college’s operations or educational programing. Other examples of Office/Program Equipment are PCs, desks and cubicles, water filtration and reverse osmosis systems, clean rooms and associated equipment, sediment traps, chalk/white/bulletin boards, projector screens, drapes, blinds and shades, window screens, environmental rooms/boxes, lab benches and cabinets, cage washers, overhead cranes and hoists, generators (that only support specific spaces of a building), dust collectors, etc. remain the responsibility of the individual departments.

**Setbacks / Heating and Cooling** – The range of acceptable heating and cooling temperatures to manage comfort (on average) and utility expenses.

**University Grounds** – Any land owned by or controlled by Old Dominion University via leases or other formal contractual arrangements to house ongoing University operations.

F. **Procedures**

1. Funding Responsibilities
2. Facilities Management & Construction is responsible for and funded to maintain and support E&G (Educational and General) buildings and related building systems.
3. Auxiliary departments are responsible for the maintenance of their facilities. Facilities Management & Construction supports some Auxiliary units (Housing and Residential Life, Athletics, and Parking and Transportation Services) on a reimbursable basis.
4. Departments and Colleges are responsible for all Office/Program Equipment, and purchases of paper products/supplies/materials related to programs. Specifically, for paper products – Facilities Management & Construction is funded to provide paper products for restrooms and breakrooms only. Departments/programs are responsible for procuring paper products and all other supplies and materials for classrooms, labs, offices, etc. their own needs.
5. Facilities Management & Construction can maintain some Office/Program equipment, on a reimbursable basis (IDT), based on time (Schedule of Tuition, Fees, and Service Charges) and materials (at Facilities Management & Construction’s cost, i.e., no markup)
6. Classroom equipment – is the responsibility of Classroom Central
7. Operation of computer network wiring/media, telecommunication wiring/media and associated equipment is the responsibility of Office of Information Technology (ITS).
8. Painting & flooring – Within E&G spaces, Facilities Management & Construction is minimally funded to update painting and flooring surfaces on an annual basis. Such updates will be prioritized based on common areas over offices and the age and condition of the existing surfaces. Departments and colleges may fund upgrades to their spaces, with approval of, or in conjunction with, Facilities Management & Construction.
9. Facilities Management & Construction is responsible for the removal/abatement of asbestos containing materials (ACM) along with all required testing (testing may be performed by the Office of Environment Health and Safety), whether the materials are impacted by a renovation or because the condition of the ACM warrants removal. In the case where a department is funding a renovation of a space, impacted surfaces will be tested and Facilities Management & Construction will fund the abatement portion of the project. All other renovation costs will be the responsibility of the department. Requirements for the removal of ACM:
	1. Prior notification of Environmental Health and Safety
	2. All surfaces/materials that potentially contain asbestos and which may be impacted by a project / renovation must be tested prior to the commencement of work and any identified ACM must be abated.
	3. Floor tiles that contain asbestos may not have carpet/carpet tiles attached to the tiles. Abatement of tiles and mastic must be done first and then carpet placed on bare floor.
10. University grounds are the responsibility of Facilities Management & Construction. With the exception of the Ted Constant Convocation Center (FMC responsibility) grounds support within or immediately around Auxiliary Facilities will be funded by those Auxiliary units.

1. Tents, Amusements (Inflatables), and Stages
2. With some exceptions, the use of tents, stages and amusements (typically inflatables, but also zip lines, rock climbing walls, carnival type rides, etc.) require a permit to be used on Commonwealth owned or leased property. Details can be found at [Tents, Stages & Amusement Devices - Old Dominion University (odu.edu)](https://odu.edu/life/buildings/permit-requirements).
3. Completed requests should be submitted, via the University’s work order system ([FM:Systems Maintenance Requests - Old Dominion University (odu.edu)](https://odu.edu/life/buildings/md)) at least six-weeks in advance of event date
4. Permitting costs will be charged to requesting departments
5. Moves and Event Support
6. Except for small moves (generally requiring 1 man-hour or less, including transportation time) departments will be responsible for the time and materials costs related to office moves, setup / takedown of office furniture involved in a move, setup / takedown of chairs and tables for events, pickup / removal of boxes, office equipment, furniture for disposal, etc.
7. Requestors of large scale moves will be charged for contract moving services and coordination support.
8. There will be no charge for the use of tables, cocktail tables, chairs, risers, and other equipment owned by the University and managed by Moving & Special Events (except in the case of misuse). Charges will be limited to labor required for setup and takedown.
9. Picking Up of Boxes for Storage / Destruction
10. There is generally no charge (see j.i. above) for the pickup and storing of boxes for storage
11. The first step in having University records placed or removed from storage is refer to University Policy [3700: Records Management Policy - Old Dominion University (odu.edu)](https://www.odu.edu/about/policiesandprocedures/university/3000/3700) and [Records Management - Old Dominion University (odu.edu)](https://www.odu.edu/about/compliance/records) for document storage / destruction information. Once Moving & Special Events receives a copy of a “Records Custody Transfer” form or a “Certificate of Records Destruction” form from the University Records Manager.
12. Recycling Collection Services
13. Recycling collection services are generally provided, without charge, for the entire campus community. The purchases of recycling containers may be charged to the requesting department.
14. Yard Signs and Pavement Stickers – Temporary signage on campus may only be used for sponsoring University related events and activities. Non-compliant and non-approved signage will be removed and discarded and departments/organizations charged for that effort. Departments requesting permission to install yard signs/pavement stickers are required to:
15. Submit a work order via FM:Systems (odu.edu/maintenance)
	* + Attach a sample(s) of the signage
		+ Include a budget code
		+ Attach a campus map noting where signs/stickers are to be placed – whether the department is placing/removing the signs/stickers or is requesting that Facilities Management & Construction performs those actions.
		+ Note the 1) date when the install is to be completed and 2) the date when signs/stickers are to be removed
16. Limitations on Yard Signs and Sidewalk Stickers
	* + The weeks leading up to commencement and move-in are extremely busy for Facilities Management & Construction. Requests for install/removal during these periods may not be started/completed until a later time.
		+ Yard signs are not permitted on Williamsburg Lawn or in the vicinity of Koch Hall.
		+ Sidewalk stickers may not be placed on city sidewalks (sidewalks adjoining a public road)
		+ Facilities Management & Construction is not responsible for maintaining yard signs or sidewalk stickers. Wind, vehicles, snow removal, etc. may cause damage to the signs and stickers.
17. Charges for placing and picking up yard signs and stickers will be based on approved overtime shop rates and will include time related to installation/removal, transportation, disposal, fuel, and any materials, supplies, or equipment used in the application / removal of such materials. Once the installation is approved by Facilities Management & Construction, departments are encouraged to place / remove their own signs/stickers.
18. Departments are able to install/remove their own signage but are still required to obtain permission and go through the above steps.
19. Water activated signage – applications/signage/displays/advertising on campus grounds or facilities that are not visible unless exposed to rain or water are prohibited.
20. Communications:
21. Areas of Refuge/Rescue – some campus buildings have Areas of Refuge/Rescue for individuals who may be trapped within a building during an emergency. Communication systems at areas of refuge have different end-points – some terminate at ODU Dispatch, some at Fire Control Panels in building lobbies, and others terminate at a receptionist/front desk. ITS is responsible for maintaining the communications; Facilities Management & Construction is responsible for all other components of these systems.
22. Blue Light Emergency Call Boxes – responsibilities:
	1. Facilities is responsible for providing power and replacing lights as necessary
	2. ITS is responsible for ensuring phone connectivity
	3. ODUPD is responsible for the overall systems, ongoing monitoring and inspections of the call boxes, and notifying Facilities and ITS of issues impacting a call box
23. Electronic locks – ITS is responsible for providing and maintaining Ethernet connections to electronic locks along with controllers, wiring, and programming. FMC is responsible for maintaining locking hardware, doors, closure and non-wired hinges.
24. Elevator communication – Facilities Management & Construction is responsible for the maintenance of elevators and related systems. For emergency communications within an elevator, ITS is responsible for proving a dial tone and ensuring that the line is connected to the appropriate points (elevator and ODU Police dispatch). FMC is responsible for all other components.
25. Rental Generators
26. Rental generators procured in response to a severe weather alert will be procured by FMC but the costs will be borne by the requesting department/unit. In these situations, it is possible that reimbursement can be obtained via insurance, Virginia Department of Emergency Management, and/or FEMA.
27. In maintenance situations, for E&G buildings, where equipment such as generators are required due to equipment failure, such costs will be covered by Facilities Management & Construction.
28. The demarcation for funding maintenance and repairs of University Village Retail Spaces is covered by an MOU between the Real Estate Foundation and Facilities Management & Construction.
29. All University buildings and equipment, regardless of funding source are to be maintained per manufactures’ specifications / industry standards.
30. Maintenance Reserve (MR) funds may be used for replacement/repair of significantly expensive building system components, along with certain pool maintenance categories (sidewalk repair, flooring replacement, fire alarm panel replacements, etc.). MR is not intended to take the place of or supplement day-to-day Operations and Maintenance funds. Coordination with the Director of Engineering is required in advance for approval of the use of Maintenance Reserve resources and procurement must comply MR program requirements.
31. Modifications to Buildings and Spaces
32. University employees are prohibited from making (or causing to be made) any physical modification to University facilities or grounds, except those employed or authorized by the AVP of Facilities Management & Construction or his designee. Occupants of Webb, Broderick Dining Commons, and the Ted Constant Center should coordinate with those facilities’ maintenance departments.
33. Departments and colleges seeking to modify, renovate, or otherwise make changes to University buildings, the spaces within, or any building systems must submit requests to Facilities Management & Construction via its work order system to ensure that work is compliant with the Commonwealth’s requirements, building code requirements, and University Guidelines.
34. Department’s installing/removing equipment that may be directly wired into (as opposed to plugged in) a building’s electrical system; or may impact the building’s heating or cooling loads; or requires any other modification to a facility in order to install/remove must have the approval of the AVP of Facilities Management & Construction prior to purchase/removal. Electrical installation/removal shall be included in the purchased services and work must be performed by competent and appropriately licensed individuals.
35. As project requests arrive in Facilities Management & Construction, a Planner Estimator may be assigned to determine the scope of the project and provide an estimate of the project’s expense. Once the scope of work is agreed upon, a funding source provided, and the timing of the work agreed upon the project will be assigned to a project manager who will oversee the work. Charges related to project management may apply.
36. Depending on the scope and types of projects, the involvement of an Architectural and Engineering (A&E) firm along with DEB approval may be required. Those requirements will be discussed with requestors prior to incurring those expenses.
37. If the University Architect’s time is required during a project’s design or construction additional charges may apply
38. Requests for modification of facilities due to an ADA accommodation may be processed in coordination with Facilities Management & Construction and Human Resources and/or Educational Accessibility. Expenses related to accommodations that require rearrangement of furniture and cubicles, the purchase of furniture, shades, fans, installation of outlets and other relatively inexpensive modifications will be borne by the impacted department. Facilities Management & Construction will fund modifications to structures, changes to HVAC system, restrooms, etc.
39. Wall hangings within E&G buildings:
40. The hanging/affixing of objects on walls in common areas requires the approval of the AVP Facilities Management & Construction or designee prior to installation
41. Individuals may have frames, whiteboards, chalkboards, etc. hung in their individual offices. Such requests should be submitted via the University’s work order system (odu.edu/maintenance). Such requests will be handled as time permits.
42. Individuals may hang personal items, in their immediate work station area, if permitted by their supervisor. The use of “Command Strips” or similar, temporary system is encouraged. Costs to paint and patch and otherwise make repairs to damaged walls, including holes, will be charged to the department.
43. All drawings, documents, warranties, and records related to projects and modifications to University spaces or building system equipment shall be stored and maintained by the University’s Space Manager in the Digital Library.
44. Charges may apply for support provided by Facilities Management & Construction for work performed outside normal maintenance functions.
45. Keys / Locks / Electronic Access
46. Keys and locks on all buildings (except Webb, Broderick Dining, Constant Convocation Center, and retail spaces along Monarch Way) are the responsibility of Facilities Management & Construction.
	1. Departments may not re-key spaces except through FMC’s Locksmith shop
	2. Individuals requesting a hard key access to any campus facilities must be done through the University’s key request system URL
	3. When individuals are leaving the University, changing positions, or no longer require access to spaces any and all University keys must be returned to FMC. They may not be turned over to a supervisor or another individual.
47. Push pin, push button, (OTHER names?), or other types of non-hard key/non electronic access will no longer be installed or maintained. Electronic, card-key, access is the only approved alternative to hard key access to a space.
48. Temperature Setbacks - Heating and cooling ranges have been established in order to manage utility expenses while, on average, provide a comfortable range of temperatures for building occupants.
49. Heating Season Setbacks – average temperature of 70 degrees with a range of 69 – 71
50. Cooling Season Setbacks – an average temperature of 73 with a range of 72 – 74
51. Utility Marking on University Owned or Leased Property
52. Any department seeking to dig, drill, drive stakes, etc. on University property must have prior approval. Detailed requirements can be found at [Utility Marking - Old Dominion University (odu.edu)](https://odu.edu/facilitiesmgmt/utility-marking)
53. Departments other than ITS and Design & Capital Construction shall submit a request via the University’s work order management system [FM:Systems Maintenance Requests - Old Dominion University (odu.edu)](https://odu.edu/life/buildings/md) and FM&C shall manage the process for the requesting department.
	* + Work orders for utility marking generated from a request for a tent or amusement will be handled by FM&C
			- The Electrical shop within Operations & Maintenance department of FM&C will manage the utility marking process for the requesting department
54. All charges related to utility marking will be IDT’d to the requesting department
55. Construction & Project Management
56. A project manager will be assigned to capital and large-scale, non-capital projects to ensure projects are managed effectively and in compliance with appropriate building codes, Federal, State, Local laws, and University policies and guidelines. Fees associated with this support will be included in the cost of a project.
57. Departments requesting smaller scale projects and renovations in excess of $5,000 may be charged for the time of the planner estimator for their design and management of the project.
58. **Records Retention**

Applicable records must be retained and then destroyed in accordance with the [Commonwealth's Records Retention Schedules](http://www.lva.virginia.gov/agencies/records/sched_state/index.htm).

1. **Responsible Officer**

Director of Facilities Management & Construction

1. **Related Information**

<https://www.odu.edu/budgetoffice>

<https://www.odu.edu/classroomcentral/directory.html>

[Village REF Responsibilities](file:///H%3A%5CAnalyses%5C%2720%20%28FY%29%20Analyses%5CFM%20Policy%5CVillage%20-%20Responsibilities.docx)

[University Policy 3200 Use of Facilities and Grounds](https://www.odu.edu/about/policiesandprocedures/university/3000/3200)