Village “Retail” Spaces Responsibilities January 13, 2021

1. **Purpose**

The purpose of this policy is to establish responsibilities for the University Village Retail Spaces.

1. **Policy Statement**

The Deed of Lease contract between University and the ODU Real Estate Foundation dated August 1, 2006 spells out the University’s responsibility for maintenance of the Retail Spaces. This policy assigns specific responsibilities.

1. **Definitions**

**Auxiliary Services Leased Spaces** – Spaces such as Raisin’ Canes, Panera, Pod, and the Den are operated by Aramark and are treated as an auxiliary, i.e., usually on an as-requested basis only and work is chargeable (IDT).

**Retail Spaces** – Spaces not a part of the University, such as Mojo Bones, Domino’s, Perfectly Franks, La Herradura, etc. – these spaces are managed by the Real Estate Foundation; interior work is exclusively limited to issues caused by student residences or leaks from roofs/downspouts.

**University leased spaces** – Spaces such as ODUPD, Village Fitness Center, and Strome Entrepreneurial Center storefront are maintained as E&G spaces, i.e., Facilities Management & Construction (FM&C) is responsible for interior and exterior spaces associated with these spaces.

1. **Procedure**
2. The following list details the areas of responsibilities regarding the University Village retail spaces:
	1. FM Structural
		1. Paneling under storefront glass
		2. Aluminum frame of storefronts
		3. Wood trim immediately above or near retail spaces
		4. Glass, doors, locks – ONLY University leased space (ODUPD, Village Fitness Center and Strome Entrepreneurial Center storefront)
		5. Roofs (“green roofs” and bump-outs over retail spaces, both front and back of retail spaces)
		6. Repair and maintenance of gutters and downspouts over retail spaces
		7. Regardless of space type, repairs caused by “green roof” leaks
		8. Set up PMs for:
			1. Twice-yearly inspections of retail roofs, gutters and downspouts
			2. Annual inspection/repair of expansion joints between buildings and sidewalks
			3. Annual inspection and, as necessary repainting of retail space exterior storefront panels and wood trim.
	2. Mechanical Shop
		1. Mechanical equipment – University Leased Spaces only and Auxiliary spaces on an a reimbursable basis
		2. Common hallway lights, emergency lights and receptacles
		3. Water mains for store fronts
			1. Maintenance and repair of retail space water mains to be handled by Mechanical department and costs IDTd to REF
		4. Maintenance of Christmas lights located on Village buildings (University and Foundation owned buildings) on a reimbursable basis
	3. Housekeeping
		1. Maintain spaces behind ALL retail spaces
	4. Housing Maintenance
		1. Maintain trim at roofline of all buildings
		2. Roofs on main building
		3. Gutters and down spouts from main roof
		4. Repair and maintenance of gutters and downspouts from main roof
		5. Repair and maintenance of Dryvit on exterior
		6. Fire systems – sprinklers and panel (Sprinklers within retail spaces are the responsibility of REF)
		7. Water mains for housing units
		8. Sewage mains for housing units
		9. Electrical main switchboards
		10. Regardless of space type, repairs caused by 2nd or 3rd floor student residents, e.g., leaks
		11. Provide access to, but NOT maintenance of, business specific equipment (mechanical equipment, ovens, hoods, fans, etc.)
	5. Grounds
		1. Planting beds between buildings, behind all the Village buildings, and along Monarch Way
		2. Emptying trash receptacles and ash urns along Monarch Way
		3. Snow clearing
	6. Foundation
		1. Issues regarding retail spaces’ exteriors that are the responsibility of the University shall be submitted via the Facilities Management Work Order system.
		2. For emergencies, contact Maintenance Support Center Monday – Friday, 7 AM – 5 PM at ext. 4600. At all other times, contact ODUPD dispatch.
		3. Support requests to access to mechanical equipment and Fire Control Panels are to be submitted via the Facilities Management Work Order system at least two business days in advance of requested date. Emergency requests should be called into the Maintenance Support Center, ext. 4600.
		4. In conjunction with retailers for Non-University leased spaces, interiors, exterior glass, glass trim, doors and locks
		5. Christmas lights are the responsibility of the Foundation; Facilities Management will do the maintenance of the lights, on a reimbursable basis, for all University and Foundation owned buildings.
		6. Individual water meters installed for storefronts (Maintenance handled by FM&C on an IDT basis)
		7. Double doors in loading zone
		8. Pressure washing of sidewalks
	7. Retailers
		1. Responsible for all interior spaces (except in limited cases where damage is a result of actions within the student residences or leaks via building envelope), glass portion of storefronts, doors, door hardware, and all mechanical equipment associated with the individual business.
		2. Retailers are also responsible for any and all mitigation activities associated with protecting interiors from the effects of severe weather.
	8. City of Norfolk
		1. Pavers on Monarch Way sidewalks
		2. Concrete slabs on Eastern side of Monarch Way, immediately adjacent to buildings
		3. Trees along Monarch Way
3. The University Village area is covered by the University Standards. All benches, trash receptacles, and ash urns must meet the Design Standard.