

PHYSICAL PLANT

OPERATING POLICY AND PROCEDURE

PP/OP 06.01: Facilities Audit Program

DATE: May 7, 2009

PURPOSE

The purpose of this Physical Plant Operating Policy and Procedure (PP/OP) is to establish the policy and procedures for the administration of the Facilities Audit Program. This program systematically and routinely identifies facility deficiencies and functional performance of campus facilities through a physical inspection and observation reports. The audit program is a facilities management tool that enables Physical Plant administrators and the administration of the university to take action(s) necessary to support a program of major repair and/or capital renewal, deferred maintenance, functional improvements, replacements, and disposal of facilities.

Also the purpose of this program is to establish maintenance priorities through a continuous process that will extend the useful life of campus facilities and infrastructure, reduce disruptions in the usage of space and equipment, and improve relations between facilities management and the users of the facility.

REVIEW

This PP/OP will be reviewed in April of each odd numbered year (ONY) by the Associate Managing Director of the Physical Plant (AMDPP) with recommendation for change forwarded to the Managing Director of the Physical Plant (MDPP).

POLICY/PROCEDURE

1. General

- a. The Facility Audit Program will be the responsibility of the AMDPP. The Physical Plant Facilities Coordinator will coordinate all audits and ensure they are performed as scheduled or required with all documentation reflecting an accurate condition of the facilities and campus infrastructure.
- b. Facilities, infrastructure, and component systems that are the maintenance responsibility of the Physical Plant and funded and supported by Education and General Funds will be audited as a matter of priority. Facilities, infrastructure, and component systems funded and supported by auxiliary or other sources of funding will be audited as requested.

2. Policy

- a. An audit will be performed every five (5) years for all Education & General buildings, facilities, and infrastructures.
- b. The audit program is structured as outlined in the publication, *The Facilities Audit, A Process For Improving Facilities Conditions*, authored by Harvey H. Kaiser.
- c. The individual facility component (subsystem) checklist(s) and evaluation form(s) are designed to provide a means by which each component can be assigned a numerical rating.

3. Audit Personnel

The appropriate personnel from the various departments of the Physical Plant will perform audits as a team. Other university personnel will be included in the inspection process when deemed necessary.

At a minimum, the audit team will consist of the following Physical Plant personnel:

- Physical Plant Facilities Coordinator
- Team Leader (Architect/Engineer as assigned by Physical Plant Engineering Services)
- Architect
- Electrical Engineer
- Mechanical Engineer
- Shop Superintendents
- Elevator Inspector

To ensure a coordinated effort, the Physical Plant Facilities Coordinator will have supervisory authority over Physical Plant personnel performing the audit as well as during the evaluation and presentation of findings.

4. Information Forms

Five attachments describe the facility audit process. The attachments are:

- a. Attachment A – *Facility Audit System Evaluation Guidelines*. This form is used to provide evaluation guidelines for the overall rating of the building and its systems.
- b. Attachment B – *Facility Audit Inspection Forms Files*. A listing of assigned building systems to be inspected (includes the file location in the audit report.)

- c. Attachment C – *System Audit Inspection Report Summary (Example)*. A building roof system audit form is attached as an example of form layout. This form is used to evaluate the roof system of a building being audited (see Attachment B for a list of building systems.)
- d. Attachment D – *Facility Audit Report (Example)*. The team leader will complete this report after receiving notification from the Physical Plant Facilities Coordinator that all inspection forms are complete.
- e. Attachment E – *Overall Facility Profile Summary*. This form is used to document the overall condition of the building. The Physical Plant Facilities Coordinator will complete this form for each building after the inspection report is complete. The overall building condition rating will be the average of all the building systems rated.

5. Scheduling and Processing Facility Audits

No later than the 1st workday of the audit month the Physical Plant Facilities Coordinator will notify the appropriate personnel and provide them with a list of facilities scheduled for inspection. Notification will be via e-mail or written memorandum.

6. Facility Auditor Responsibilities

- a. The facility auditor will:
 - (1) Review all information on the facility being inspected and make adequate preparations for the inspection. The Physical Plant Facilities Coordinator will be contacted immediately if information is missing/incorrect or if additional information is needed.
 - (2) Conduct the audit with the audit team and complete all required inspection documentation. Take pictures of deficiencies as applicable.
 - (3) Review inspection information with appropriate Physical Plant personnel and consult with them regarding preparation and input of work orders, projects, and/or Capital Improvement Projects.
 - (4) Prepare new Capital Improvement Projects forms if necessary and forward to the Physical Plant Facilities Coordinator.
 - (5) Review the *System Audit Inspection Report Summary* (Attachment C) for each facility component. Notify Physical Plant Facilities Coordinator when inspection form is complete. Inspection forms and photos should be saved in the building specific folder in the following file location:
P:\COMMON\Facility Audit Program.

b. Facilities Audit Team Leader Responsibilities

- (1) Acquire master key for building access.
- (2) Upon notification from Physical Plant Facilities Coordinator that audit inspection forms are complete, prepare the Facility Audit Report (see Attachment D). Report to be completed within one month and prior to next audit.
- (3) Notify Physical Plant Facilities Coordinator when the report is complete.

c. Physical Plant Facilities Coordinator Responsibilities

- (1) Maintain schedule for facility audits.
- (2) Make notifications of scheduled audit. Notifications should include audit team members, Director for Engineering Services, Director for BMC, and AMDPP.
- (3) Furnish the facility inspector(s) with a list of the current Capital Improvement Projects for the facility being inspected.
- (4) Monitor the progress of the scheduled inspections and ensure satisfactory progress is being made.
- (5) Review and consolidate inspection information.
- (6) Notify Team Leader that inspection forms are complete.
- (7) Complete the *Overall Facility Profile Summary* (Attachment D).
- (8) Enter the audit information into the Capital Improvement Projects database and update the next audit date for that particular facility.

RESPONSIBILITIES

POSITION

Associate Managing Director for
Physical Plant

SECTION

Review

MONTH

April
(ONY)

Approved: _____
Reviewer

Approved: _____
Managing Director for Physical Plant