

# UC Davis Policy and Procedure Manual

## Chapter 360, Physical Facilities

### Section 30, Operation and Maintenance of Buildings

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Responsible Department: Facilities Management

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#### I. Purpose

This section outlines the policy and procedures for the operation and maintenance of buildings, including the use of OMP (Operation and Maintenance of Plant) funds, and allocation of costs.

#### II. Definitions

OMP funds – the funding provided to administrative departments responsible for operations and maintenance of plant for all State-eligible space.

#### III. Policy

- A. All services, repairs, and maintenance performed to buildings must be accomplished by Building Maintenance Services or contracted through Design and Construction Management (DCM).
- B. Cost of facilities maintenance activities must be allocated to the appropriate accounts, based on whether the space, department, or equipment is OMP funded (see [UC Facilities Manual, Volume 6, Chapter 3.1.5](#)).
- C. OMP funds are available to administrative departments that provide operation and maintenance services to the campus, for a uniform level of maintenance (see [UC Facilities Manual, Volume 6, Chapter 4.2.2](#)).
  1. Work that is not eligible for OMP funds must be charged to the department or other campus entity authorizing the work.
  2. Departments ineligible for OMP Funds, will be provided services on a recharge basis.
  3. Departments seeking a higher level of maintenance than provided by the OMP fund must pay for additional services. Refer to [UC Facilities Manual, Volume 6, Chapter 3.2.2](#) for the workload categories eligible for OMP funds.
- D. Departments must fund building alterations, installation and maintenance of equipment acquired specifically for their internal operations.
  1. The occupying department must also fund unusual damage or restoration costs resulting from removal of equipment or from other departmental activities.
  2. Equipment and systems installed to benefit a specific research effort are considered specialized research equipment, and are departmentally owned and maintained at departmental expense.
    - a. Specialized research equipment includes, but is not limited to; biological cabinets, distilled or demineralized water equipment, autoclaves and sterilizers, growth chambers and incubators, dishwashers, glass washers, cage washers, free standing refrigerators and freezers, specialized heating and air conditioning equipment, specialized control systems, window air conditioners, HEPA filters, specialized filtration and waste disposal systems, security and CCTV alarm systems, fire alarm systems for resident quarters and specialized lighting.

#### **IV. Roles and Responsibilities**

##### **A. Building Maintenance Services:**

1. Manages and maintains building operating equipment installed in campus buildings except for services for repairs and maintenance that are contracted out.
2. Determines which services for repairs and maintenance on buildings are to be contracted out by Design and Construction Management.

##### **B. Design and Construction Management:**

1. Responsible for the campus construction of all major infrastructure and building projects as well as large renovation projects (greater than \$50,000).
2. Contracts out services for repairs and maintenance on campus buildings determined by Building Maintenance Services.

##### **C. Departments are responsible for allocating activities to the appropriate accounts and funding work performed that is ineligible for OMP funding.**

#### **V. Further Information**

For further information see the Facilities Management website ([http://facilities.ucdavis.edu/building\\_maintenance/](http://facilities.ucdavis.edu/building_maintenance/)).

#### **VI. References and Related Policies**

UC Facilities Manual.