POLICY STATEMENT

The University Facilities Management Department shall strive to be the center for quality service and performance excellence in the development of the University’s physical environment by providing maintenance and operations services, along with utilities and technical support.

SCOPE

This policy applies to the University community (faculty, staff and students).

REASON FOR POLICY

The purpose of this policy is to define the areas of responsibility for the Facilities Management Department.

DEFINITIONS

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ROLES AND RESPONSIBILITIES

Planning & Code Compliance

The Planning and Code Compliance Service plans and describes capital improvements for land managed by FIU; manages campus master plans, capital improvement plans, legislative budget requests, building programs, selection process for design and construction professional consultants, contract negotiations and renewals.
Provides regulatory oversight for building code and fire code compliance, building permits, asbestos surveys and abatement.

Mapping and documentation - provides services in mapping and recording site information, underground utilities, 3D campus and building exterior modeling; manages Space Committee and documentation for space management.

Construction

The Construction Service oversees the complete administration of projects in the capital construction program of the University.

Responsible for the supervision of the architectural and engineering consultants as well as construction companies retained for the implementation of new construction and refurbishment projects. Typical projects include design, construction, demolition, remodeling, and renovation of a variety of buildings as well as site improvements and infrastructure.

Maintenance and Operations

Maintenance and Operations Services include services in the following areas:

- Athletics Grounds & Landscaping
- Campus Services
- Custodial, Recycling and Waste Services
- Maintenance Director (MMC & BBC)
- Building Maintenance
- Graphics & Design
- Grounds and Landscaping
- Key Control
- Roads
- Wolfsonian Museum Support
- Engineering Center Support
- Work Management
- Supply Chain
- University Postal Service
- Utilities Director
- Energy Management Controls
- Central Chiller Plant (MMC & BBC)
- Electricians (MMC &BBC)
- HVAC Support
- Life Safety / Utility Systems
RELATED RESOURCES

- Custodial Services to University Buildings and Facilities 520.005b
- Energy Management Controls 520.005c
- Maintenance and Operation of University Buildings and Facilities 520.005d
- Physical Facilities and Campus Grounds 520.005e
- Request for Moving University Equipment and Furniture 520.005f
- University building code enforcement regulations for faculty, staff and construction companies/vendors doing business with the University 520.010
- Access Controls for University Buildings and Facilities 520.020

CONTACTS

Facilities Management Department
11200 S.W. 8th Street, CSC 220
Miami, Florida 33199
305-348-4001

HISTORY

Initial Effective Date: March 1, 2005
Review Dates (review performed, no updates): N/A
Revision Dates (updates made to document): March 1, 2021
The Facilities Management Department will be the central point of control for the maintenance of a clean and orderly working environment for University buildings and facilities.

In order to maintain appropriate acceptable standards for cleanliness of all University facilities, authority for development and implementation of appropriate maintenance guidelines and standardization should be in place. The current cleaning and frequency standards are posted on our website: [https://facilities.fiu.edu/operations/maint/up/custodialservices.htm](https://facilities.fiu.edu/operations/maint/up/custodialservices.htm)

The Custodial Services Section of the Facilities Management Department will be responsible for the implementation of this procedure.

The Facilities Management Department is an organizational unit of the Office of Finance & Administration of Florida International University, and has been delegated the appropriate authority to define, implement and enforce this procedure.

This procedure is applicable to all faculty, staff and students of the University who have the responsibility of abiding to it in its entirety.
# Maintenance and Operation of University Buildings and Facilities

## PROCEDURE STATEMENT

The Facilities Management Department will be the central point of control and approval for the Maintenance and Operations of all University buildings and facilities.

In order to maintain appropriate safety, health, environmental, building code compliance and overall standards for all University buildings and facilities, central control for the review and approval of all maintenance and operations projects must be approved by the Facilities Management Department prior to implementation. Current procedures and standards can be found on our website: [https://facilities.fiu.edu/m&o.htm](https://facilities.fiu.edu/m&o.htm)

The maintenance professional staffs of the Facilities Management Department will be responsible for the implementation of this procedure. The Facilities Management Department shall consult with the Office of Environmental Health & Safety and Risk Management Services (EH&S) when the maintenance or operation of a building, facility or laboratory involves hazardous and biohazardous materials or other substances subject to federal and state laws and regulations.

The Facilities Management Department is an organizational unit of the Office of Finance and Administration of Florida International University and has been delegated the appropriate authority to define, implement and enforce this procedure.

This procedure is applicable to all faculty, staff and students of the University who have the responsibility of abiding to it in its entirety.
PROCEDURE STATEMENT

Florida International University shall ensure that any and all activity directly or indirectly affecting, designating or pertaining to the physical facilities and campus grounds shall follow and be governed by procedures established by the Office of Finance & Administration and the responsible Facilities Department(s) therein. Additional information is available through our website: https://facilities.fiu.edu/operations/maint/up/athleticgrounds_landscaping.htm

The Office of Finance & Administration and Facilities Management Department have been assigned the fiduciary responsibility for developing, maintaining and documenting the campus grounds and physical facilities inventory on behalf of the Florida International University Board of Trustees.