



**Facilities Management Department Scope of Services # 520.005**

<b>INITIAL EFFECTIVE DATE:</b>  March 1, 2005	<b>LAST REVISION DATE:</b>  November 16, 2022	<b>RESPONSIBLE UNIVERSITY DIVISION/DEPARTMENT</b>  Office of Finance and Administration/ Facilities Management Department
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**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 facilities administration, facilities planning and code compliance, construction management services, and 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**

TERM	DEFINITIONS
N/A	N/A

**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

Construction Management Services 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. Responsible for construction project document archiving, preservation, and retrieval.

Construction Management Services has exclusive authority to manage all construction projects on all land owned or managed by the FIU Board of Trustees, except for property subleased to another entity. No other department or third party shall engage in construction activity without express written permission and consent of the University Facilities Management Department. Departments or third parties approved by the Facilities Management Department to engage in construction activity shall coordinate directly with the Authority Having Jurisdiction (AHJ) for permitting.

#### 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
- Construction Service Reimbursement 520.005g
- 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**

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#### **HISTORY**

**Initial Effective Date:** March 1, 2005

**Review Dates** (*review performed, no updates*): N/A

**Revision Dates** (*updates made to document*): March 1, 2021, November 16, 2022



**Custodial Services to University Buildings and Facilities # 520.005b**

INITIAL EFFECTIVE DATE:	LAST REVISION DATE:	RESPONSIBLE UNIVERSITY DIVISION/DEPARTMENT
March 1, 2005	March 1, 2021	Office of Finance and Administration/ Facilities Management Department

**PROCEDURE STATEMENT**

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>

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  
# 520.005d**

INITIAL EFFECTIVE DATE:	LAST REVISION DATE:	RESPONSIBLE UNIVERSITY DIVISION/DEPARTMENT
March 1, 2005	March 1, 2021	Office of Finance and Administration/ Facilities Management Department

**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>

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.



**Physical Facilities and Campus Grounds # 520.005e**

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March 1, 2005	March 1, 2021	Office of Finance and Administration/ Facilities Management Department

**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](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.



**Construction Service Reimbursement # 520.005g**

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March 1, 2005	November 16, 2022	Office of Finance and Administration/ Facilities Management Department

**PROCEDURE STATEMENT**

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

In order to align construction expenses to the appropriate funding sources, FIU has established a "Construction Management" auxiliary that will provide construction management services for all University projects.

FIU will apply a Construction Service Reimbursement (CSR) that will be billed from the Construction Management auxiliary to all projects and funding sources. The Facilities Management Department will be the central point of control and approval for the Construction Service Reimbursement.

The objective is to eliminate E&G subsidies of construction management by allocating costs directly related to a construction project to its funding source.

FIU will apply a Construction Service Reimbursement (CSR) that will be billed from the Construction Management Auxiliary to all projects and funding sources.

The CSR will cover the direct costs associated with the construction management team. The Construction Management Auxiliary will not recover indirect overhead expenses. Auxiliary overhead expenses that are deemed critical and that can be strictly associated to construction may be absorbed in the auxiliary overhead.

Periodic reviews of costs incurred in the Construction Management Auxiliary will assure accuracy of charges. However, the review is not designed to be a detailed billing process. It intends to corroborate the general reasonableness of the rates used.

The CSR needs to be included in the project budget for approval.

Exceptions to this procedure will be approved only by the President, the Provost, and the CFO.

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

The CSR for Capital Projects is 3% and for Minor Projects (less than \$2 million) is 5%.  
The CSR will be applied to the project based on the different construction phases:

Major Projects:

35% due initially for planning and design triggered by delivery of advanced schematics

55% due at regular intervals during construction

10% due at completion (reception of Temporary Certificate of Occupancy)

Minor Projects:

CSR charged at completion unless project crosses fiscal years

The CSR rates will be validated with Time & Effort tracking for both Major Projects and Minor Projects.