

Car Washing

POLICY STATEMENT

Following provision 12.80.410 of the Los Angeles County Storm Water Ordinance runoff from the washing of cars may not be discharged into the storm water drain system. As a result, washing of any cars, trucks, motorcycles, etc in any of the university parking lots is prohibited.

REASON FOR POLICY

To clarify areas approved for washing of cars at APU

Gas Credit Card Usage

POLICY STATEMENT

Gasoline credit cards issued in the name of Azusa Pacific University are to be used only for official University business to purchase fuel, oil and emergency repairs on University owned vehicles. Since the University receives a reduction in federal excise tax, items purchased with these credit cards can only be used in University owned vehicles.

REASON FOR POLICY

To be good stewards of university resources by establishing guidelines in the proper use of APU gasoline credit cards.

PROCEDURES

- University gas credit cards will only be issued to customers assigned a University vehicle for University purposes. The card will be delivered at the time of vehicle pick-up.
- If a private vehicle is used for University business then an expense report through the customer's department must be submitted by the customer in order to receive expense reimbursements.
- If the card is needed for emergency repairs, the customer must attempt to contact the Facilities Management office to get authorization to move forward on repairs.
- After getting authorization to move forward with needed emergency repairs on a University vehicle on University business, a detailed invoice must be turned in showing vehicle license number, mileage and work performed.
- The Customer must ensure that a charge slip (receipt) is obtained whenever the card is used and that either the APU vehicle ID number or license plate number is clearly printed on that receipt.
- The customer must submit all receipts and the credit card back to Facilities Management upon return of the vehicle.

Key Notification and Audit

POLICY STATEMENT

An annual list of department issued keys will be sent to all University Directors and Department Heads asking for substantiation of accuracy.

REASON FOR POLICY

Assist in key management, to ensure and verify proper possession of University keys, and to assist in maintaining University security.

PROCEDURES

- Yearly, after March 15th, a list of all keys that have been issued to a department's faculty, staff and students will be sent by the Facilities Office Manager to the department head.
- The department head will be requested to review the list and directly contact anyone who should not still have a key. The key should then be collected and returned to Facilities Management.
- Each department will record the status of all keys issued to their faculty, staff, and students; and return the list to Facilities Management by March 31st.

FORMS

Key List Memorandum in Facilities Management front office

Lost Key Charge

POLICY STATEMENT

Facilities Management may charge individuals and/or other university departments all reimbursement costs for work necessary due to lost keys. Lost keys will be defined as University assigned keys no longer in the assignee's possession regardless of reason.

REASON FOR POLICY

To establish the costs APU employees or departments will be charged for lost keys.

PROCEDURES

- All APU employees are responsible for safeguarding any keys supplied to them during their employment with APU and must be able to produce those keys when requested.
- All APU departments are responsible for obtaining keys from any of their employees when said employees are separating employment from the University.
- Whenever keys are missing, Facilities Management will complete any work necessary to maintain the security of the areas that the lost keys operate.
- All individuals employed by the University will be personally charged for lost keys.
- University departments will be charged for any key(s) that are not secured prior to an employee separation from their employment.
- All fines must be paid to the University Cashier before a replacement key will be issued.
- Any customer requesting an exception to this policy must present this request in writing, including a thorough explanation of why the exception should be granted. Such requests will be reviewed by a Facilities Management Associate Director, or above, and responded to within 48 hrs. of receipt of request. In cases that do not allow for 48 hrs, responses will be delivered as soon as possible.

The following minimum reimbursement charges for lost keys will apply. If more extensive work is necessary due to the critical nature of the lost key(s), these costs may escalate in order to cover all associated costs.

| | |
|----------------|----------|
| Operating Key | \$ 50.00 |
| Sub-Master Key | \$150.00 |
| Master Key | \$300.00 |

Maintenance Definitions

POLICY STATEMENT

Maintenance work is defined in many ways. Below are three definition examples of what Maintenance is:

- Maintenance is defined as work required preserving or restoring buildings and equipment to their original condition or to such condition that they can be effectively used for their intended purpose.
- The work necessary to maintain the original anticipated useful life of a fixed asset. It is the upkeep of property and equipment.
- Work necessary to realize the originally anticipated life of a fixed asset, including buildings, fixed equipment, and infrastructure.

To assist with obtaining a clear understanding of what Maintenance is, definition of what maintenance work traditionally is not is important. Included in the types of tasks that are not maintenance work are:

- Major replacements of equipment or building components
- Capital improvements at the request of the user or technology driven
- New equipment installations
- Major projects that extend the life of an asset
- Any project completed for the sole reason that it provides for an economic improvement

Establishing and understanding the industry standard definition of maintenance work helps develop the practicable definition as it applies to Azusa Pacific University, Facilities Management. In order to specifically define maintenance work as it applies to APU, it is necessary to categorize and sub-categorize the variety of work requested of the Maintenance department. All requested work is placed into one of three main categories; Planned Maintenance, Unplanned Maintenance, and Project Support. These three categories are sub-divided by type of tasks to be performed and finally into categories intended to establish who is financially responsible for the work (Routine & Non-Routine).

REASON FOR POLICY

- To ensure continuity of language and service to the campus.
- To provide clear expectations and guidelines of the Maintenance Department.
- To ensure all stakeholders have a clear expectation of the scope of services in which Facilities Maintenance is engaged.
- To promote financial stewardship, and define financial responsibility for work requested of the Maintenance department.
- To ensure reliability of building equipment, ensure building infrastructure safety,
- To empower Facility Management staff to concentrate on maintaining the facility, and maximize staff productivity, morale, and longevity of service to APU.

DEFINITIONS & FUNDING CATAGORIES

Planned Maintenance

- Preventative/predictive maintenance (PM) – A planned and controlled program of ROUTINE periodic PROACTIVE inspections, adjustments, and repairs of building components and systems. The emphasis is to extend the useful life of the equipment. Often this work is invisible to the customer eye, but is essential in sustaining customer satisfaction. Tasks performed are covered under the Facility Management operational budget.
- Corrective Maintenance – ROUTINE repair or replacement of obsolete, worn, broken, or inoperative building subcomponents or subsystems. The emphasis is FUNCTIONAL & CLEAN – NOT NECESSARILY NEW! Tasks performed are generally covered under the Facility Management operational budget
 - Repairs to existing structure only, including all damages caused by natural deterioration and wear from normal use

- Repairs to existing systems only, including replacement of faulty or worn parts or fixtures. Replace with like part, unless Facility Management grants prior permission.
- Support Maintenance - Planned discretionary NON-ROUTINE work not required for the preservation or functioning of a building. Tasks performed are covered under the Customer department budget and/or the Facility Management operational budget. This work includes
 - Operational-standby at University functions
 - Minor trades work-Installation of White boards, securing shelving to walls, hanging signs, etc.
 - Special event setups
 - Minor alterations and repairs-Installation of new equipment, or building system feeds to such equipment.

Unplanned Maintenance

- Reactive maintenance – Unplanned ROUTINE work of a nuisance nature, often requiring low levels of skill for correction. These problems are usually identified and reported by customers. Tasks performed are generally covered under the Facility Management operational budget
- Emergency maintenance -Unplanned ROUTINE AND/OR NON-ROUTINE work that requires immediate action to protect life and property, restore services, or to remove problems that could interrupt activities. Tasks performed are often covered under the Facility Management operational budget, but may be the responsibility of the Customer department depending on the work needed.
- Support Maintenance – Unplanned, discretionary, NON-ROUTINE work not required for the preservation or functioning of a building. Funding for the tasks performed is covered under the Facility Management operational budget and/or the Customer department budget. This work includes
 - Operational-Standby at a University functions
 - Minor trades work-Installation of White boards, securing shelving to walls, hanging signs, etc.
 - Special event setups
 - Minor alterations and repairs-Installation of new equipment, or building system feeds to such equipment.

Project Support

- DEFERRED MAINTENANCE, (DM)– Projects designed to EXTEND the useful life of building systems and infrastructure intended to keep it at the functional level it was originally constructed. FUNCTIONAL & CLEAN – NOT NEW! From a physical plant perspective Deferred Maintenance is maintenance work that has not been performed due to a lack of manpower or budget. From a budget perspective Deferred Maintenance projects cost \$1000 or more to complete.
 - Repairs to existing structure only, including all damages caused by natural deterioration and wear from normal use
 - Repairs to existing systems only, including replacement of faulty or worn parts or fixtures. Replace with like part, unless Facility Management grants prior permission.
- SPECIAL PROJECTS, (SP) –approved by and funded by the requesting department or the Operations Committee. Capital improvements, life cycle replacements, safety projects, compliance. Typical projects include but not limited to space improvements for function,

Required Facilities Management Work Approval

POLICY STATEMENT

Any projects, tasks, or work of any type to be completed and or managed by non-Facilities Management departments which impact any aspect of APU facilities, structures, and/or grounds requires prior written approval from the Office of Facilities Management. This includes ANY work which alters the appearance or function of the university grounds, buildings and/or other structures. When a needed project or task is identified which impacts these university assets and/or the Office of Facilities Management, in which the identifying department plans to complete or manage said work, that department or individual must contact the Office of Facilities Management for approval. Contact should occur as soon as possible and no later than two weeks prior to the desired start date of any work. In case of an emergency, the Office of Facilities Management must be contacted immediately.

Violation of this policy will require the offending department or individual(s) to be financially responsible for damages incurred and violating departments and/or individuals must immediately reimburse the Office of Facilities Management the funds necessary for Facilities Management to restore the area to pre-violation conditions regardless of the quality of the work already completed. Facilities Management will be the governing body of when that restoration will occur, if ever.

REASON FOR POLICY

To ensure any contractors, vendors and/or staff members completing work on any APU property (except those properties managed by Asset Management and the Regional Centers) work within code guidelines and maintain campus facility standards.

PROCEDURES

- Identify the project(s).
- Contact Office of Facilities Management for feedback.
- Obtain written approval before commencing project. If written approval is not possible before the start of project, obtain written approval as soon as possible.
- Follow all code compliance standards and campus standards specified by Office of Facilities Management.
- In most cases, the Office of Facilities Management will provide project oversight.
- For every known facility related campus project, the Office of Facilities Management will conduct follow up inspections. The work requesting individual or department is financially responsible for correcting any non-compliant code and/or standards issues discovered at the time of inspection or anytime thereafter.

Vendor/Contractor Check-In

POLICY STATEMENT

All vendors and contractors, hired by Facilities Management, are to sign in and out at Facilities Management (or at Campus Safety during off hours) and wear a “F.M. Contractor” badge while working on campus.

REASON FOR POLICY

This allows Facilities Management to know when authorized vendors and contractors are working on campus.

PROCEDURES

The vendor/contractor log book and badges are kept at the Facilities Management Front Office and at the Campus Safety Office. All vendors/contractors, contracted by Facilities Management must check in at the Facilities Management Front Office between the hours of 7:00am and 4:30pm Monday – Friday. If vendors/contractors are required to work outside of these hours, they must check in with Campus Safety.

I. Vendor/Contractor Notification

1. Each department is responsible to inform their vendors/contractors to sign in and check out daily.
2. On large projects, badges may be signed out for the duration of the project.
3. Each department is responsible to inform their vendors/contractors to wear “F.M. Contractor” badges, in a visible location, on their person.
4. Each department is responsible for insuring all badges and keys issued are returned daily (unless special authorization is given by manager).

II. Signing in and checking out

1. All F.M. vendors/contractors must sign the log book and fill in all fields including:
 - a. Date
 - b. Time in
 - c. Time out
 - d. Vendor/Contractor (name of company)
 - e. Name (Print) – (name of individual signing in)
 - f. Signature
 - g. Badge #
 - h. Nature of Service (what type of service they are performing)
2. Badges are picked up at, and returned to, the Front Office of Facilities Management (or at Campus Safety if before 7:00am or after 4:30pm. M – F or on weekends).

III. Checking out key sets

1. Key sets will only be issued by authorized personnel with manager approval.
2. Key sets must always be returned daily (unless special authorization is given by manager).

IV. Campus Safety Notification

1. Each department is responsible to notify Campus Safety (by phone or e-mail) of any vendors/contractors who will be working on campus after hours or on weekends.
2. Notification can be done by phone (626)-815-3898 or e-mail (on Outlook send to Campus Safety).

V. Upkeep of Logbook

1. The Office Manager or designee will oversee and keep pages updated and stocked.
2. All Facilities Management staff, working with vendors and contractors, are responsible to inform vendors/contractors of this policy and help police its use.