



## **1. Performing Work in University of Georgia Facilities**

### *Policy Statement*

Within Finance & Administration (F&A) the Facilities Management Division (FMD) and the Office of University Architects for Facilities Planning (OUA) have the primary responsibility for work within Facilities. The Environmental Safety Division (ESD), the Office of Real Estate (ORE) and the Office of Space Management (OSM) also have roles regarding facilities. Refer to the section Responsibilities for more information about these entities.

For the purposes of this policy, the term ‘work’ is intended to include activities related to construction or renovation. Refer to the definition of Construction for all activities included under this policy. Refer to the Policy Definitions for a more detailed description and clarification of Maintenance. Refer to ‘Engaging Design Professionals and Contractors’ for the policy statement related to the university’s delegated authority for these services.

All work at or within UGA facilities is to be accomplished only by FMD staff, or by contractors and / or vendors employed by the University and performing under the direction and supervision of FMD or OUA staff. Neither the source of funds for the work, nor the facility designation (Resident Instruction or Non-Resident Instruction) has any bearing on this prescribed direction and supervision of work.

It is important to note certain types of equipment draw upon or discharge to building systems (electrical, sanitary sewer, water, ventilation, etc.) [e.g., an autoclave, MRI scanner, BSC, fume hood, vacuum pump, freezer, deionized water or specialized lighting]. Unless a direct replacement for a piece of equipment that already exists, it is strongly recommended that prior to purchase, all principal investigators (PIs) consult with FMD engineering. Failure to do so may result in unintended negative impacts to the work environment (tripping breakers, overheated spaces, etc). Should this occur, PIs are to be aware that any changes to correct those impacts will be dependent on both funding and manpower priorities. Thus, such changes could take considerable time to implement. Refer to the FAQ section for additional information.

For facilities not owned by the State, and where the university is either lessor or lessee, the procedure to perform work will be determined on a case-by-case basis led by the Office of Real Estate. Communications systems work performed by Enterprise Information Technology Services (EITS) is excluded from this policy but such work should comply with the related “Engaging with Design Professionals and Contractors” policy and should be coordinated with FMD and/or OUA. Any other exceptions to this policy must be coordinated and approved, in writing, by the Vice President for Finance & Administration, and / or FMD and OUA on a case-by-case basis.

Requests for work shall follow the Procedures section. A department/unit shall not proceed with work without proper work authorizations in place. A UGA mart requisition should not be initiated until authorization is received. The Procurement Office will only process requisitions for work that meets the requirements of this policy.

*Policy Reason*

This document sets out the policy, authorities and requirements for authorization of all work carried out in University-owned and operated facilities. The intent of this policy is to ensure that work related to facilities is in compliance with University Policies and Procedures, the policies and procedures developed by the BOR Facilities Office, UGA Design & Construction Supplemental General Requirements & Standards, and with federal and state regulatory requirements governing facilities work on campus. This ensures work in facilities is performed in a safe manner and results in building systems that operate effectively and efficiently.

This policy will also ensure that all facility projects are aligned with Institutional as well as University System of Georgia (USG) strategic goals and objectives, and to help ensure that limited resources are being targeted to institutional priorities and are deployed in a cost effective manner that bolsters more effective space utilization.

All work performed must be in accordance with these requirements under proper authorization.

*Procedures*

Departments/units requesting work shall follow these Procedures:

The initiator (see Policy Definitions) shall complete the “Facilities Project Initiation Form” form (link below) and submit the proposed project through the routing outlined therein.

[https://fanda.uga.edu/pdf/FPIF\\_landing.pdf](https://fanda.uga.edu/pdf/FPIF_landing.pdf)

This request must be approved by the department’s Dean or Vice President before it is routed via F&A to the Provost (if required) for review. This approval may not be delegated.

**Facility Authorization Review/Approval Matrix**

<b>Project Type (includes design* and/or work)</b>	<b>Facility Authorization Request</b>	<b>Finance &amp; Administration Review/Approval</b>	<b>Provost Approval</b>
Maintenance	No	No	No
Scope estimate < \$50k	Yes	Yes	No
Fully Funded / Previously Approved as MRR project	No	No	No
Partially Funded via MRR program without full project approval in MRR review	Yes	Yes	Yes
Change in Use of Space	Yes	Yes	Yes
Scope estimate > \$50k	Yes	Yes	Yes

\*refer to Engaging Design Professionals and Contractors policy

*Project examples include, but are not limited to:*

- ✓ *Converting closet space into a server room, or a computer lab into a student lounge. These change-of-use projects typically involve building system modifications to accommodate the different heat and cooling load requirements related to space demands.*
- ✓ *Renovating office spaces and laboratories that may include adding or deleting existing walls, which could lead to significant code mandated modifications and changes of heating and cooling and electrical requirements. [see FAQs](#)*

*Change in room use:*

- ✓ *The Department shall follow appropriate procedures to obtain approval through the Office of Space Management for any change in room use as listed in the Facilities Inventory Database (FIDB) prior to submitting a proposed project that effectively changes use.*

Fund expenditure should not occur until such time this Project Authorization has been approved.

Upon receiving formal authorization to perform work, a FMD or OUA staff member is assigned to manage the project throughout the design and construction process.

For facilities that are not owned by the State and may be leased for university use, as well as facilities that are operated by a non-university unit, the procedure to perform work will be determined on a case-by-case basis. Initial inquiries should be submitted to the Office of Real Estate to determine the particulars of a specific lease or agreement and will be routed accordingly.

### *Policy Definitions*

**Contractor:** A company that possesses the required State licenses to perform construction related work and may be a General Contractor, Construction Manager, Design-Builder, or a subcontractor.

**Construction:** The act of moving, demolishing, installing, or building a structure, facility, or system according to a plan or by definite process. This includes construction, addition, expansion, renovation, or removal. Construction consists of the application of any of these techniques to facilities such as structures, utilities, excavations, landscaping, site improvements, drainage systems, and roads.

**Design Professional:** An architect or engineer or an architectural or engineering firm including, but not limited to, architects, civil, structural, mechanical, electrical, plumbing, heating, ventilating, and air conditioning engineers; interior designers; landscape architects, surveyors; industrial hygienists; and others whose services are considered "professional" activities requiring licensing or registration by the state, or otherwise require the knowledge and application of design principles appropriate to the proposed work at hand. The Design Professional for any given project contract is typically the lead design member for the project team.

**Initiator:** A UGA employee. The initiator submits the request for work through their respective department via the Facilities Project Authorization Request form located on the Finance & Administration website.

**Maintenance:** The upkeep of property, machinery, and facilities, including buildings, utility systems, roads, and grounds. Maintenance is characterized by its routine or recurring nature, the purpose of which is to keep facilities and systems functional. Maintenance also includes repair and replacement-in-kind. If the property is Resident Instruction and the project deemed routine maintenance, it will be performed by or under the supervision of FMD. If the act of performing maintenance requires alterations and reconfigurations that vary from the existing installation layout or impacts exterior appearance, it shall be considered Construction.

**Resident Instruction Facilities:** State owned buildings listed in the Facilities Inventory Database (FIDB) that are funded for maintenance by state appropriations; also, all campus utility infrastructure, and all roads, hardscape and grounds in and around these same facilities.

**Non-Resident Instruction Facilities:** State owned buildings listed in the Facilities Inventory Database (FIDB), that are under the control of UGA entities and do not receive direct funding support from the State, e.g. Athletics, Auxiliary Services, Parking, Food Services, and Housing.

**Project:** For purposes of this policy, “project” includes all manner of work related to campus facilities, including buildings, utility systems, roads, and grounds.

**Work:** See definition of Construction above.

### *Responsibilities*

The Vice President for Finance and Administration (VPFA) is responsible for all Resident Instruction facilities, to include but is not limited to operation and maintenance, repairs, construction, renovations, alterations and demolition.

The Associate Vice President for the Office of University Architects for Facilities Planning (OUA) is responsible for planning the long-range development of the campus. OUA makes continuous studies of the physical needs of the University and coordinates the planning and construction of physical facilities. Present and future facility needs are determined by working closely with the various instructional and administrative departments. The office assembles all requests and analyzes all plans for expansion of facilities and changes, which affect the exterior appearance of the campus. OUA also manages new construction or capital improvement projects. OUA also provides design and construction support for Auxiliary and Administrative Services departments, Athletics, Housing and other campus organizations, and such other duties as may be assigned by the VPFA.

The Associate Vice President for Facilities Management Division (FMD) is responsible for the operation and maintenance of the university's facilities. This encompasses responsibility for building maintenance and repairs, building alterations, maintenance of mechanical and electrical systems, custodial services, and related activities. Additional responsibilities include operation of the steam and chiller plants and construction, operation, and maintenance of utility systems, providing engineering support, and operation of a warehouse. Other responsibilities include maintenance of roads and grounds, landscaping, maintaining an inventory of university buildings and land, vehicle rental pool, and automotive maintenance shop. FMD ensures facilities are operated and maintained in a technically and fiscally responsible manner, ensuring energy efficiency, life safety, and ADA compliance. FMD also provides engineering and maintenance support for Auxiliary and Administrative Services departments,

Athletics, Housing and other campus organizations, and such other duties as may be assigned by the Vice President for Finance & Administration.

The Associate Vice President for Environmental Safety Division (ESD) is responsible for advising all campus organization with regard to health, safety, and environmental issues, recommending appropriate corrective actions or controls, and in some cases performing monitoring and project oversight. For the purpose of this policy, the OUA or FMD staff shall have responsibility for contacting ESD and ensuring ESD concerns are incorporated into the project scope of work.

The Office of Real Estate oversees all of the University real estate transactions and is responsible for coordinating and managing all real estate purchase and lease agreements.

The Office of Space Management (OSM) receives all requests for space and coordinates with the Office of the Provost on such requests to ensure space allocation occurs in a fair and transparent manner while simultaneously addressing the university's strategic goals. Approved requests for space and the resulting changes of any such approval are coordinated through OSM. Additionally, OSM coordinates requests for demolition between the institution and the University System of Georgia.

The UGA Procurement Office is responsible for the procurement of supplies, materials, equipment and contractual services. The Procurement Office has responsibility, within the University, for negotiating, preparing, executing or recommending execution, awarding and administering all contracts, purchase orders and rental agreements which involve expenditures for supplies, materials, equipment and contractual services.

Policy Owner: [Finance & Administration](#)

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#### Equipment purchase and installation

Certain types of equipment draw upon or discharge to building systems (electrical, sanitary sewer, water, ventilation, etc.) [e.g., an autoclave, MRI scanner, BSC, fume hood, vacuum pump, freezer, deionized water or specialized lighting]. Unless a direct replacement for a piece of equipment that already exists, it is strongly recommended that prior to purchase, all investigators consult with FMD engineering. Failure to do so may result in unintended negative impacts to the work environment (tripping breakers, overheated spaces, etc). Should this occur, PIs are to be aware that any changes to correct those impacts will be dependent on both funding and manpower priorities. Thus, such changes could take considerable time to implement. See FAQs below.

#### FAQ

1. How do I determine if an equipment purchase should undergo FMD review?  
If in doubt, units should initiate contact with FMD via the online work request site at <https://workrequest.fmd.uga.edu/>. Inquiries will be directed to the appropriate FMD department able to provide guidance and assistance.
2. What sort of equipment, lab or otherwise, should be reviewed by FMD prior to purchase?

Any equipment using gas, compressed air, vacuum, steam, water or that has an effect on the HVAC system serving the space. 'Small' plug-in desk top equipment having power draw less than 1200 Volt-Amps (10 amps at 120 volts), particularly equipment that's the same as existing equipment operating without problem, may be purchased. It is however prudent to contact FMD to ensure that the electrical circuit(s) will not be overloaded. All other electrically powered equipment should be reviewed by FMD prior to purchase because indiscriminate addition of electrically operated equipment can tax a power system beyond its designated load limits.

3. Should I request review by FMD before purchasing a freezer?

Yes. Low temperature freezers, in particular, generate heat and the HVAC in the intended site may be inadequate and require 'upsizing'.

4. Should I request review by FMD before purchasing a bio-safety cabinet (BSC)?

Yes. BSCs generate heat, and thimble connected BSCs will impact air flow in the space.

5. What information should I obtain from vendors of equipment to be purchased to assist with the review?

Equipment manufacturers provide technical information about their products. The user department ordering the equipment should request "site preparation" information from vendors for any equipment using gas, compressed air, vacuum and electrical power. This should be obtained and submitted to FMD for review prior to ordering to ensure that the correct model is ordered, and to ensure that the equipment can operate using the existing services. FMD will advise what, if any, options need to be included in the purchase order to ensure proper operation in the intended location.

6. Why is it prudent to request review by FMD to purchase equipment that uses something as innocuous as domestic water?

Some equipment may require water of a specific quality and could require filtration or other treatment to prevent damage to the equipment. Water is a limited resource and equipment requiring cooling cannot be connected to a domestic water supply for 'once through' cooling. FMD has installed central process cooling water systems in designated buildings for this purpose. Where not available a dedicated process water chiller will need to be provided by the user department to provide the necessary cooling.

7. What factors should be taken into account when purchasing new equipment?

While cost is often the main criterion when making purchases, this may not be the most sustainable approach nor is it necessarily good stewardship of State funds. User departments should consider purchasing efficient equipment that consumes as little non-renewable resources as possible. Total cost of ownership should be taken into consideration.

8. Should I request review by FMD for new equipment that replaces existing in-kind?

No review is required if the utility requirements are unchanged. Please contact FMD if the end user needs assistance in making this determination.

9. What factors, other than services and HVAC, need to be taken into account when considering purchase and installation of new equipment?

The prime consideration is public health and safety. Equipment that will cause the discharge of fumes, oil laden vapors, hazardous chemicals, dust, and the like should be approved by ESD for use in the intended location. Special containment, fire suppression, etc. may be needed that can make the intended work very expensive. FMD can assist by helping users locate more suitable location(s).

10. It seems as if the equipment purchase review will result in additional cost and delays. What is the benefit of having FMD and ESD review proposed purchases?

Reviews can prevent or reduce the likelihood of start-up delays, equipment failure, on-going operating problems and abortive cost. FMD is frequently requested, after the fact, to investigate failure or malfunction of expensive new and relocated equipment for reasons that could have been prevented by prior review.

The review service can, among other things:

- eliminate delays and abortive cost due to incorrect voltage and phase requirements;
- eliminate equipment malfunction and erratic operation due to lack of proper power conditioning and grounding
- eliminate equipment malfunction and erratic operation due to lack of properly dried and filtered compressed air
- eliminate excessive filter replacement and reduce operating cost
- allow planning for more cost-effective methods of cooling
- assess suitability of the proposed location of the equipment and avoidance of abortive cost and disruption to relocate
- assist purchaser in ensuring, up-front, that the vendor or manufacturer includes necessary "optional extras" that are actually required for proper operation and eliminate any unknown factors arising out of having to pay premium price for these extras after the fact.

11. How does adding or removing a wall impact the building codes or HVAC?

Walls and doors can affect life safety codes by restricting or changing egress route and paths. Likewise, resulting 'new' rooms may change the occupancy classification of a space. HVAC systems are divided into thermal zones and a change in use by adding or removing a wall may result in loss of space temperature control without system modification.

12. Is FMD review required for purchase of breakroom equipment such as coffee-maker, microwave, fridge, etc.?

FMD review is not required. Departments are cautioned to limit the number of items plugged into the number of installed outlets. Multi-outlet power strips should not be used.

13. Why is it hot in my server room?

Servers give rise to a range of issues which, in most cases, result in overheating of spaces. Causes vary and include (but are not limited to) examples such as installation of new server equipment in an unsuitable and/or unauthorized space, or the continued addition of heat generating data processing equipment which exceeds the HVAC capacity. Note: a) the department typically bears the cost of such work, and b) EITS can host most data processing requirements on campus.

14. Who is responsible for maintaining the equipment in my lab?

It is the responsibility of the department to maintain 'loose' equipment, purchased for departmental use that is not part of the building infrastructure, such as fume-hoods and autoclaves. Examples of 'loose' equipment include vacuum pump, lab chiller for process cooling, DI water system, etc. FMD can provide assistance in most cases. Contact FMD O&M department, e.g., submit a Work Order, with questions. The cost for the maintenance may be charged to the department.

15. May MRR funds be utilized to purchase equipment?

Generally, MRR funds cannot be used to purchase equipment, however there are exceptions. Contact FMD Work Management for assistance in determining funding source(s).

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*Related Information*

“Engaging Design Professionals and Contractors” policy:

<https://fanda.uga.edu/pdf/EngagingDesignProfessionalsandContractors.pdf>