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DOCUMENT ID/VERSION	MO-006(1)	EFFECTIVE DATE: 06/02/2025
APPLIES TO	Facilities Development & Operations	
SUBJECT	Equipment Responsibility Between FD&O and UHS	
RESPONSIBLE ADMINISTRATOR	Senior Director, Maintenance and Operations	

Purpose

Facilities Development & Operations (FD&O) and University Housing Services (UHS) have established this directive to clarify the respective responsibilities regarding the maintenance, operation, and repair of equipment and services in housing facilities. The directive aims to promote effective services to students, and support life safety standards.

Responsibilities

FD&O Responsibility

- Building Envelope (roof, drain, windows, doors etc.), Electrical, Plumbing, HVAC systems, and any fixtures permanently affixed to the building
- Fire-alarms and Elevators
- Capital Projects
- Grounds including irrigation and trash

UHS Responsibility

- Appliances (refrigerators, freezers, stoves, dishwashers, microwaves, dressers, movable light fixtures, etc.) and Fixing furnishing and equipment (FF&E)
- Custodial Services
- Provisioning Key Card Access in Housing Facilities

FD&O Responsibilities:

- FD&O is responsible for the operation, maintenance, and repair of:
 - All equipment integrated into the building's infrastructure, including fixtures such as built-in cabinets and permanently affixed lighting fixtures.
 - All integrated building systems, including electrical, HVAC systems, plumbing, water supply, and general building maintenance.
 - Elevators, including handling elevator shutdowns and inspections.
- FD&O administers and manages capital projects, including major and minor renovations, infrastructure improvements, and facility upgrades.
- FD&O will service equipment through in-house personnel or by hiring contractor(s) based on the availability bargaining unit employees, special skills and licensures required.

UHS Responsibilities:

- Any equipment that can be ordered independently and simply connected or anchored into place including but not limited to equipment such as furniture, movable fixtures, and other equipment is handled by UHS while following FD&O's FF&E permit process. UHS is required to operate, maintain, and repair these items per manufacturer recommendations to ensure safe, effective operation and compliance with building codes.
- UHS manages its own custodial department, ensuring facility tidiness, and spill overflow cleanups.
- UHS is responsible for provisioning key access services to students, staff, and visitors including issuing, tracking, maintaining, deactivating and reprogramming of all digital key access.

Joint Responsibilities:

FD&O and UHS share joint responsibility for maintaining a safe, functional, and comfortable residential environment for all student residents. This shared responsibility includes the following agreements and coordinated efforts:

- UHS is responsible for reporting any damages to building infrastructure (e.g., walls, ceilings, flooring, windows, and doors) to FD&O. FD&O will assess the issue and perform the necessary repairs to maintain safety and facility standards.
- UHS is responsible for reporting elevator issues, while FD&O is responsible for performing the necessary repairs and maintenance.
- UHS is responsible for reporting broken or damaged fixtures, malfunctioning HVAC systems, electrical, plumbing, and elevator problems. FD&O will coordinate repairs and ensure the proper function of these systems.
- UHS is responsible for reporting fire alarms and supporting evacuations, while FD&O handles system reset, coordination with emergency services, and necessary repairs.
- Both departments must ensure timely communication, effective coordination, and prompt response to all infrastructure-related issues.
- Both parties share responsibility for upholding safety codes (e.g., keeping egress paths free of obstructions), maintaining facility standards, and ensuring all maintenance activities are documented appropriately.

ASSOCIATED FORMS	
<i>Name of the Form</i>	

REFERENCE DOCUMENTS	
<i>Document Title</i>	
Elevator Shutdown Op	
Key Access Responsibility for FD&O and Housing	
Access to Dorms	
FD&O Response to Fire Alarm	
FD&O and UHS After Hours Procedure	

VERSION HISTORY		
<i>Version</i>	<i>Approved By</i>	<i>Revision Date</i>
(1) Original	Aaron Klemm, Interim SAVP	N/A

FD&O's commitment to process improvement

FD&O is committed to continuous improvement and providing facilities, development & operations services to the campus. Every Administrative Directive, Standard Operating Procedure, Guideline, and Standard accepts feedback from customers, FD&O employees, and leadership to facilitate continuous improvement.

FD&O accepts feedback continuously and conducts reviews when a particular procedure receives substantial feedback and periodic reviews.

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