

THE CALIFORNIA STATE UNIVERSITY
OFFICE OF THE CHANCELLOR



BAKERSFIELD

October 4, 2000

CHANNEL ISLANDS

CHICO

MEMORANDUM

DOMINGUEZ HILLS

TO: CSU Presidents

FRESNO

FROM: Charles B. Reed
Chancellor

FULLERTON

HAYWARD

HUMBOLDT

SUBJECT: Executive Order No. 757 – Planned Maintenance and Capital
Renewal Program

LONG BEACH

The attached Executive Order No. 757 assigns responsibility to the campus plant operations department for implementing and maintaining a comprehensive planned maintenance and capital renewal program that shall be managed in a manner that will facilitate the timely completion of all identified tasks. This revised policy supersedes Executive Order No. 343 and several policies and coded memoranda including BA 83-30, BA 84-25, and BA 84-36.

LOS ANGELES

MARITIME ACADEMY

MONTEREY BAY

In accordance with the policy of the California State University, the campus president has the responsibility for implementing executive orders where applicable and for maintaining the campus repository and index for all executive orders.

NORTHRIDGE

POMONA

Should you have any questions regarding this executive order, please contact Mr. J. Patrick Drohan, Assistant Vice Chancellor, Capital Planning, Design and Construction, phone (562) 951-4090.

SACRAMENTO

SAN BERNARDINO

CBR:pm

SAN DIEGO

Attachment

SAN FRANCISCO

SAN JOSE

Distribution: Vice Presidents, Administration
Directors, Physical Plant
Executive Deans
Chancellor's Office Staff

SAN LUIS OBISPO

SAN MARCOS

SONOMA

STANISLAUS

THE CALIFORNIA STATE UNIVERSITY
Office of the Chancellor
401 Golden Shore
Long Beach, California 90802-4210

Executive Order No.: 757
Title: Planned Maintenance and Capital Renewal Program
Effective Date: September 1, 2000
Supersedes: Executive Order No. 343; Coded Memoranda BA 83-30,
BP 67-73, BP 78-36, BP 77-62, BP 63-62, BP 83-36,
BP 86-69, BA 84-25, BA 84-36.

This Executive Order is issued pursuant to authority granted by Sections 1 and 2 of Chapter III of the Standing Orders of the Board of Trustees. It implements the Trustees' "full power and responsibility in the construction and development of any state university campus," (Education Code Section 66606).

Policy

The campus plant operations department is responsible for implementing and maintaining a comprehensive planned maintenance and capital renewal program. The program is to provide systematically for the maintenance of state-owned campus facilities, the renewal of infrastructure and facilities based upon subsystems' predictable lifecycles, and the long-term elimination of deferred maintenance. The program shall be managed in a manner that will facilitate the timely completion of all identified tasks.

Definition

Within the California State University, maintenance work shall be defined as the work necessary to keep all state-owned facilities in good repair and operating condition. This work includes maintaining, operating, and repairing utility systems; e.g., electricity, water, gas, heat, ventilation, air conditioning, plumbing, sewage, and elevators. It also includes maintaining and repairing basic components of campus buildings and grounds; e.g., covering, wall covering, doors, windows, hardware, turf, sidewalks, streets, and ancillary facilities or equipment.

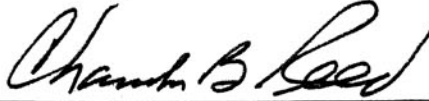
Guidelines

Campus plant management shall incorporate the following:

1. A bi-annual physical audit of each facility to identify maintenance/repair requirements in the planned/maintenance program;
2. A bi-annual facility condition report;

3. An annual five-year projection of capital renewal costs of facilities and infrastructure based upon major subsystems' lifecycles;
4. An annual deferred maintenance estimate, exclusive of the annual capital renewal projection cost;
5. A bi-annual audit and listing of maintained Group I equipment, including:
 - a) Nomenclature (type, size, capacity, manufacturer, etc.)
 - b) Location
 - c) Condition
 - d) Maintenance tasks and frequencies
 - e) Maintenance schedule
 - f) Cost data
 - g) Lifecycle
 - h) Warranty coverage;
6. A bi-annual review of Group I equipment identified for replacement;
7. A computerized work order system to carry out identified maintenance tasks and which will reasonably account for the total allocated resources;
8. A current comprehensive schedule for all maintenance and capital renewal work through a computerized work order system;
9. Policies and procedures for effective materials management with resultant written records demonstrating internal controls over the purchase, storage and use of plant operations department materials [per the State Administrative Manual 3535 and 8080];
10. Documentation on the department's computerized work order system to substantiate compliance with Section 6.00 of the Budget Act, limiting the level of support budget funds that can be used for building alterations.

Date: October 4, 2000


Charles B. Reed, Chancellor