



**UNIVERSITY OF DENVER  
POLICY MANUAL  
FACILITY MAINTENANCE, OPERATIONS  
MANAGEMENT, AND MINOR CAPITAL  
PROJECTS**

**Responsible Department:** Department of Facilities Management and Planning

**Recommended By:** AVC Facilities Management and Planning, SVC Business and Financial Affairs

**Approved By:** Chancellor

**Policy Number**  
OPER 9.10.012

**Effective Date**  
2/3/2023

## **I. INTRODUCTION**

The University physical assets must be properly maintained in order to provide a healthy and safe educational environment for the University community to learn, work, and live. This Policy identifies institutional and departmental responsibilities relating to University facility maintenance, repair, and alterations.

## **II. POLICY OVERVIEW**

- A.** It is the policy of the University that the maintenance, both restorative and preventive, of University facilities and grounds, no matter how minor the modification, must be coordinated through the Department of Facilities Management and Planning .
- B.** It is the policy of the University to regularly inspect all University assets and to develop, regularly update, and implement an Integrated Facilities Plan (IFP) that estimates required renewal and renovation expenses for buildings and other campus facilities into the future.

## **III. PROCESS OVERVIEW**

- A.** The primary mission of the Facilities is to perform the essential inspections, maintenance, repair, and alteration services necessary to make and keep the University Premises operational, safe and in compliance with legal requirements set forth in applicable municipal laws, regulations or codes and to University standards.
- B.** Facilities provides comprehensive guidance and best practices related to the , including the:

1. management of building environmental, structural, and functional systems
  2. management of exterior landscape, hard surfaces, parking lots and structures
  3. master planning, programming, design development, building efforts, and design best practices
  4. routine maintenance and custodial operations
  5. preventative, predictive, and restorative maintenance activities
  6. programming, planning, project development, management, and construction for the University
- C. Maintenance requests for University facilities and grounds must be submitted via a [Work Request](#).
- D. Requests and proposals for Minor Capital Projects may be initiated by submitting a [Capital Projects Proposal Form](#) to [fac.capitalprojects@du.edu](mailto:fac.capitalprojects@du.edu).

**V. RESOURCES**

A. Department of Facilities Management and Planning [website](#).

<b>Revision Effective Date</b>	<b>Purpose</b>