

## **1.0 POLICY**

Grant MacEwan University is committed to optimizing the operations and maintenance of its facilities in accordance with its institutional requirements, in compliance with building codes and regulations and in recognition of its commitment to sustainability.

## **2.0 RATIONALE AND GUIDING PRINCIPLES**

### **2.1 Purpose**

The purpose of this policy is to guide and direct the delivery of optimal operational and maintenance outcomes in a sustainable environment.

### **2.2 Rationale and Guiding Principles**

2.2.1 The management of facilities (operations and maintenance) when considered in the context of sustainability is an ongoing expense, the deferral of which may impact sustainability objectives. Well designed, operated and maintained facilities support the achievement of MacEwan's strategic goals.

2.2.2 Deferral of maintenance activities may compromise future operational efficiencies and may negatively impact the University's sustainability efforts.

2.2.3 Neglected or deferred maintenance may affect the health and safety of members of the MacEwan community.

2.2.4 Maintenance may be corrective or preventive. The selection and procurement process for capital projects considers the "whole life cycle" costs of items, including all preventive maintenance costs.

2.2.5 Risks and costs associated with inadequate or deferred maintenance are suitably quantified in terms of the effects on operational efficiency, sustainability, health, safety or catastrophic failure.

2.2.6 The return on investment of operations and maintenance activities are quantified for use in both the department responsible for facilities and the department responsible for strategic planning.

## **3.0 SCOPE AND DEFINITIONS**

### **3.1 Scope**

Those responsible for sustainability efforts and/or facilities operations and maintenance are within scope of this policy.

3.2 **Definitions**

- 3.2.1 **Best practices** are those practices that have gained international recognition and acceptance for their cogency, coherence and applicability.
- 3.2.2 **Catastrophic failure** is the sudden and complete failure of an item or system.
- 3.2.3 **Corrective maintenance** is unscheduled activity required to restore an item to its original, operational state after degenerative failure or deliberate damage.
- 3.2.4 **Deferred maintenance** is a practice or inventory of postponed building and equipment repairs in order to meet budgetary requirements, re-align budget priorities or save costs.
- 3.2.5 **Executive officer** means the president, vice presidents and equivalent positions.
- 3.2.6 **Infrastructure maintenance funding envelope** refers to an annual grant from Alberta Infrastructure for the purposes of reducing deferred maintenance backlog and extending building and equipment life.
- 3.2.7 An **item**, for this policy, is anything in the scope of the department responsible for facilities that may be subject to operations or maintenance activity, including buildings, grounds or equipment.
- 3.2.8 **LEED<sup>TM</sup>** is an acronym for Leadership in Energy and Environmental Design.
- 3.2.9 **MacEwan campus** is the buildings, facilities, land, roads, fittings, fixtures, equipment and possessions of MacEwan.
- 3.2.10 **Members of the MacEwan community** are those persons involved in conducting university affairs or using University property (all students, employees, contractors, and all visitors while they are on University property or are using University property).
- 3.2.11 **Officer** means the president, vice presidents and equivalent positions, deans, directors and equivalent positions.
- 3.2.12 **Operations and/or maintenance activities** are the normal, physical, day-to-day activities required to sustain expected service levels of an item.
- 3.2.13 **Optimal** refers to a point of diminishing returns, where activity prior to this point is inefficient and activity beyond this point is excessive (**efficiency** implies cost and effectiveness).
- 3.2.14 **Preventive maintenance** is scheduled, preemptive activity that forestalls predicted failure of an item.

3.2.15 **Sustainability** is the practice of managing human and ecological systems in accordance with our global responsibility to conserve and restore the environment while advancing social equity (see policy D6000 Sustainability).

3.2.16 **Whole life cycle** is a concept of understanding everything associated with an item from its beginnings to its end.

#### **4.0 REGULATIONS**

- 4.1 MacEwan shall use best practices in the management, operation and maintenance of its facilities to provide a functional, safe, clean and healthy environment for members of the MacEwan community.
- 4.2 The executive officer responsible for University Services is accountable for executive oversight of this policy.
- 4.3 The officer responsible for University facilities is accountable to the executive officer responsible for University Services for operations and maintenance activities at MacEwan.
- 4.4 The officer responsible for University facilities shall:
  - 4.4.1 implement this policy and related procedures in compliance with legislation, codes, standards and LEED practices for a sustainable campus;
  - 4.4.2 ensure an assessment of risk is undertaken for items subjected to operational and maintenance activity (including deferred maintenance and operations);
  - 4.4.3 develop and implement a building capital replacement plan that includes the “whole life cycle” of campus buildings and related equipment;
  - 4.4.4 ensure that the capital replacement and infrastructure maintenance funding envelope is allocated to meet the “whole life cycle” of campus buildings and related equipment and implemented in accordance with accepted, standard building and equipment specifications;
  - 4.4.5 implement contractual agreements that comply with University procurement policies (D4000 Procurement);
  - 4.4.6 optimize the energy performance of its facilities with effective equipment selection, building infrastructure, efficient operations and responsible cost and benefit rationale;
  - 4.4.7 encourage increasing levels of on-site and off-site renewable energy supply in order to reduce environmental impacts associated with fossil fuel energy use;
  - 4.4.8 facilitate the reduction of waste generated by building occupants that is transported to and disposed in landfills;

- 4.4.9 divert construction and demolition materials from landfills (recyclable and recovered resources shall be redirected back to the manufacturing process when feasible);
  - 4.4.10 ensure appropriate transfer or disposition of surplus building equipment and furniture; and
  - 4.4.11 acquire, operate and maintain University leased space.
- 4.5 Responsibility for compliance with MacEwan policies and procedures extends to all members of the MacEwan community. Non-compliance may create risk for MacEwan and will be addressed accordingly (see clause 4.5.1 "Respect for the law and University governance" of the University's policy D1200 Code of Conduct – Employees for additional guidance).

**FACT SHEET**

**Relevant Dates**

Approved: 2010.05.20  
Effective: 2010.05.20  
Next Review: 2013.05

**Source**

2010.05.20 This is a new operational policy approved by Board Motion 01-05-20-2009/10..

**Accountability:**

Office of Accountability: Vice President, University Services

Office of Administrative Responsibility: Director, Facilities

Approved By: Board of Directors

Contact Area: Facilities

Authority:

**Related and Associated Matters**

Associated Policies & Procedures: D5000 Facilities - Whole Life Cycle Sustainability; D5030 Insurance and Risk Transfer; D5060 Facilities Logistics; D5070 Facilities Planning and Design; D4000 Procurement; D5040 Campus Security

Associated Guidelines/Manuals, Forms, Programs:

Alberta Infrastructure - Infrastructure Maintenance Program (IMP) – Post Secondary Institutions

ReCAPP – Real Estate Capital Asset Priority Planning

BLIMS – Building and Land Management System

FMSpace - Facility Management Suite

Related Policies: D6000 Sustainability