

KEY DEFINITIONS ALPHABETIZED

ALTERATIONS

Changes to the interior arrangement or other physical characteristics of an existing facility or installed equipment so that it can be used more effectively for its currently designated purpose or adapted to a new use. Alterations may include work referred to as improvement, conversion, remodeling, and modernization.

BACKLOG

An accumulation of uncorrected or deferred deficiencies that represents a liability (in both physical and financial terms) for a facility. These items include: maintenance deficiencies, equipment or systems overdue for replacement, regulatory non-compliance deficiencies, etc. Note: Future maintenance items, planned replacements, and efficiency improvements are not part of the backlog.

BUILDING MAINTENANCE

Work needed to preserve or restore building components to allow continued use. This definition encompasses any actions intended to prevent failure or inefficient operation as well as those intended to correct (either through repair or replacement) failures or inefficiencies once they occur. It also includes housekeeping and custodial work.

CONDITION ASSESSMENT

The practice of inspecting facilities to identify deficiencies or conditions requiring correction, renewal, or replacement. Scheduled inspections are also done as part of routine preventive maintenance. Condition assessments may be done for:

1. Identifying deficiencies and preventive maintenance needs.
2. Facility capital improvement plans or alterations.
3. Determination of the current replacement value (CRV) of a facility.

CURRENT REPLACEMENT VALUE (CRV)

The CRV is computed by multiplying the current construction cost per square foot (SF) of the building times the gross square footage of the building.

$$\text{CRV} = \text{SF cost} \times \text{SF}$$

The square foot cost for each building is assigned by the Facilities & Asset Management (FAM) work group and is based on the actual construction costs paid during recent projects. If no recent projects of a representative type have been undertaken, FAM contacts private architectural firms and builders to determine the average construction costs of a particular type of building. FAM also contracts with professional real estate appraisers or insurance companies to determine the value of existing buildings.

Note: The CRV for existing buildings is determined using standard real estate valuation methods for replacement of the building and does not include: demolition costs of existing structures, site work and excavation, land, landscaping, parking, furnishings, phone and utility installation, or development fees. However, these items must be taken into account when estimating the construction costs of new or replacement facilities.

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DEFERRED MAINTENANCE

Work that must be postponed as a result of inadequate planning and/or funding. Examples include: roof replacement, HVAC system replacement, and window replacement. Deferred maintenance items adds to the backlog of maintenance and repairs.

EMERGENCY WORK

Unscheduled work requiring immediate attention and consists of correcting failures which constitute an immediate danger to personnel, security incident, or may likely cause property damage. Among the more common emergency jobs are natural gas leaks, electricity outages, loss of refrigerant, and water leaks.

ESSENTIAL FACILITY

A facility necessary to sustain the most basic core of city services, such as public health & safety, and/or comply with federal or state laws.

FACILITY CONDITION INDEX (FCI)

FCI = Cost of Deficiencies / Current Replacement Value expressed as a percentage.

HOUSEKEEPING

Work performed on a repetitive basis to maintain the appearance of a facility and to keep it in compliance with Fire Safety codes in relation to storage of equipment, egress routes, electrical panel access, etc.

HVAC

Heating, Ventilating and Air Conditioning.

LIFE-CYCLE COST (LCC) ANALYSIS

Review of the long term, or life-cycle, costs involved in maintaining building components and renewing building components. Life-cycle analysis is an economic evaluation tool for choosing between alternative building investments and operating strategies over a given time period in equivalent economic terms.

MAINTENANCE

The upkeep of property and equipment, work necessary to realize the originally anticipated useful life of a fixed asset. Maintenance includes periodic or occasional inspection; adjustment, lubrication, and cleaning (non-janitorial) of equipment; replacement of parts; painting; resurfacing; and other actions to assure continuing service and to prevent breakdowns. Maintenance does not prolong the design service life of the property or equipment, nor does it add to the asset's value. However, lack of maintenance can reduce an asset's value by leading to equipment breakdowns, premature failure of a building's subsystems, and shortening of the asset's useful service lifetime. Types of maintenance include: ongoing maintenance, preventive maintenance, and repairs.

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MAJOR BUILDING RENOVATION

Renovation of a building where the total combined area of any addition combined with the remodeled area of the existing building equals the original building area. This definition is used to define when the LEED-NC standard for building construction applies to renovated buildings. For example: If a 12,000 SF building were to be renovated in total, it would meet the criteria for renovation using the LEED-NC criteria. If 6,000 SF of the original building were to be renovated in combination with a 6,000 SF addition, it would also meet the criteria to be renovated using LEED-NC criteria. If 6,000 SF of the original building were to be renovated in combination with a 5,000 SF addition, it would not meet the criteria to be renovated using LEED-NC criteria.

ONGOING MAINTENANCE

Non-repetitive, scheduled, non-emergency, routine maintenance. Examples include: painting, replacing light bulbs, repairing roof leaks, replacing broken glass, graffiti removal, making minor adjustments such as door closers. Services provided in response to service calls by building occupants, but not emergencies.

OPERATIONS

Include routine, non-maintenance activities necessary for a facility to be used by the public and tenants. Examples include: moving services, keys / access control, locking and unlocking facilities, flag replacement, equipment repair, fire/security monitoring, phone/cable services.

PREVENTIVE MAINTENANCE

Repetitive, scheduled, non-emergency, routine, recurring maintenance. An example is inspecting electrical generator units, recording performance, and making minor adjustments.

REPAIRS (Also referred to as Corrective Maintenance)

Repairs are the actions necessary to restore non-functioning systems or components to normal operation by replacement of parts/materials that have deteriorated by action of the elements or usage. Repairs may be needed to respond to emergency situations or may be non-emergency in nature.

RENOVATION

The replacement of 50% or more of a building system or component (lighting system, HVAC Unit, Chiller, Emergency Generator, etc.). A renovation may include equipment overhaul or replacement of one or more components of a building system. Example would be overhaul or replacement of one HVAC unit.

REPLACEMENT

The replacement of 100% of a building system (HVAC System, Roof Replacement, Emergency Generator/Controls/Distribution System). Replacement is normally scheduled when a system or component reaches the end of its useful life. Example would be replacement of an HVAC system including all HVAC units, chillers, and control systems.