

# Routine Maintenance Definitions

## Overview of Routine Maintenance Definitions

Routine Maintenance, also known as preventive or cyclical maintenance, is an essential part of the on-going care and upkeep of any building.

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## Routine Maintenance Definition

Routine Maintenance is defined as follows:

*Expenditures made for the regular upkeep of physical properties (i.e. Land, Buildings, and Equipment) including recurring, preventive and on-going maintenance necessary to delay or prevent the failure of physical properties. For purposes of this definition, building operational costs are not considered routine maintenance. Tangible personal property as defined herein is not eligible for routine maintenance funds.*

## Examples of Routine Maintenance

Examples of Routine Maintenance include:

- Filter changes
- Painting
- Re-roofing
- Equipment change-out
- Caulking
- Sealing
- Minor repair of components
- Upgrades of components, or
- Other activities planned and performed at regular intervals normally established by manufacturers or associations and based on testing or other evidence indicating the maintenance work is necessary to extend the life or prevent the premature failure of building components or equipment.
- Parking lot upkeep, including patching and partial replacements
- Repair or replace damaged sidewalks
- Limited asbestos removal (associated with other routine maintenance work)
- Routine tuck pointing
- Preventive exterior siding replacement
- Repair or replacement of windows and doors
- Repair or replacement of faulty locks and hardware
- Repair, refinishing or replacement of flooring
- Repair or replacement of compressors
- Repair or replacement of steam expansion joints
- Repair or replacement of faulty plumbing including fixture replacement
- Repair or replacement of faulty lights/fixtures/wiring
- Upkeep and upgrades of alarm detector/surveillance and energy management systems

- Chemical costs for maintenance and treatment (e.g., boilers, grounds)
- On-going contracts for preventative maintenance (e.g., elevator contracts and chiller contracts) including evaluation and diagnosis of repairs needed
- Specialized cleaning supplies (e.g., diamond tipped cleaning tools and jewelers' rouge for marble floors)
- Improvements to and upkeep of grounds such as new sections of sidewalks necessary to prevent damage to lawns or replacement plantings
- Pest control as it relates to protecting structures
- Fire alarm and security system maintenance and repairs including evaluation and diagnosis of repairs needed
- Deep cleaning of carpets required because of unforeseen circumstances including severe weather

## Tangible Personal Property

Major maintenance and routine maintenance funds are reserved, generally, for real property rather than for tangible personal property. Tangible personal property can be moved without causing damage or injury to itself or to the structure, and it does not in any other manner constitute an integral part of a structure. For example, window air conditioners are considered tangible property. Machinery and equipment that is not permanently annexed to the structure is considered tangible property.

The following are examples of property that may be considered eligible for routine maintenance.

- Boilers and furnaces for space heating
- *Built-in* items such as cabinets, commercial dishwashers, sinks (including faucets), exhaust and ceiling fans, garbage disposal and incinerators
- Awnings, canopies, foundations for machinery, floors (including computer room floors), walls, general wiring and lighting facilities, roofs, stairways, stair lifts, sprinkler systems, storm doors and windows, door controls, air curtains, loading platforms, central air conditioning units, building elevators, sanitation and plumbing systems, and heating, cooling and ventilation systems
- Improvements to land including retaining walls, roads, walks, bridges, fencing, railway switch tracks, ponds, dams, ditches, wells, underground irrigation systems, drainage, storm and sanitary sewers, and water supply lines for drinking water, sanitary purposes and fire protection
- Planted nursery stock
- Water heaters, water softeners, intercoms, garage door opening equipment, pneumatic tube systems and music and sound equipment (except portable equipment)
- Safe deposit boxes, drive up and walk-up windows, night depository equipment, remote television, auto teller systems, vault doors, and camera security equipment (except portable equipment)
- Seating in auditoriums and theaters and theater stage lights (except portable seating and lighting)
- Storage tanks constructed on the site
- Swimming pools (wholly or partially underground, except portable pools)
- Walk-in cold storage units becoming a component part of a building

The following is a list of property that under normal conditions remains tangible personal property after installation.

- Furniture, radio and television sets and antennas, washers and dryers, portable lamps, free-standing freezers, portable appliances and window air conditioning units
- Portable items such as casework, tables, counters, cabinets, lockers, athletic and gymnasium equipment and other related easily movable property attached to the structure
- Machinery, equipment, tools, appliances, and materials used exclusively as such by manufacturers, industrial processors and others performing a processing function with the items
- Radio, television and cable television station equipment, but not broadcasting towers

- Kitchen equipment used in institutional kitchens; for instance, dishwashers (except built-in commercial dishwashers), stainless steel wall cabinets, stoves, ovens and steamers with stands

## Building Operations Not Included

Custodial services and other day-to-day activities required for the daily operation of a building or facility are considered Building Operations and are not eligible for Routine Maintenance funding. Examples of Building Operations include:

- Costs of cleaning facilities.
- Costs of elevator permits, other permits and licenses.
- Other items related to the day-to-day operations of a facility.