Major Maintenance Procedures

Overview of Major Maintenance Procedures

Major Maintenance appropriations to the Department of Administrative Services, General Services Enterprise, are essential for dealing with a wide range of building repair needs throughout the state, including the deferred maintenance backlog. Dedicated funding for major maintenance has been appropriated since 1996.

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Major Maintenance Fund Distribution Guidelines

The following guidelines are used for distribution of Major Maintenance Funds:

1. Prioritization: Funding will be based on prioritization of Major Maintenance projects assembled into one consolidated project list by the Department of Administrative Services, General Services Enterprise.
2. Contingencies and Emergencies: There will be contingency and emergency funds reserved from the Major Maintenance fund up to $2,000,000 unless the reversion date is within 12 months and no additional funds have been appropriated. Emergencies for which no other funding is available will be funded at the time they occur when mutually agreed upon by the agency and the Department of Administrative Services, General Services Enterprise. Change orders or emergency projects deemed appropriate for funding will be addressed through use of contingency funds or delay of lower priority projects, if all funds are exhausted.

These guidelines are discussed in more detail on the following pages.

Procedure Overview

A master project list will be developed and maintained by the Department of Administrative Services, General Services Enterprise, with the input of the Agencies. The projects on the list will be prioritized by a number of criteria, including project classification, impact on building inhabitants, impact on building structure, and immediacy of need.

Review of Procedures

The Department of Administrative Services, General Services Enterprise will review Major Maintenance Definitions and Procedures as needed to clarify issues related to identifying and prioritizing projects on state-wide bases.

Project Request Form and Procedures

The Department of Administrative Services, General Services Enterprise personnel will meet regularly with Agencies, institution and site personnel to identify major maintenance projects and accurately estimate costs associated with the project. Agencies will submit new and updated projects to Department of Administrative Services, General Services Enterprise staff using the project request form. Identified projects will be ranked by a committee within Department of Administrative Services, General Services Enterprise and added to the master project list. The project request form is an electronic submission form that will be distributed to agencies with definitions of form items and instructions for completing and submitting the form.

Project requests are consolidated, reviewed and ranked on a biannual basis, with requests due at the end of October and the end of April. This allows the DCRB team to appropriately review, budget and rank the projects. All projects submitted prior to their respective biannual submission date will be reviewed and ranked within that batch of projects, unless adequate information is not supplied. All projects submitted after that date and any projects where adequate information is not supplied in a timely manner, will be reviewed and ranked in the following review period. This ensures adequate time can be applied to the review efforts of all submitted projects to align proper budgets, support resources and priorities.

Project Classifications

Projects must meet the following criteria:

- Major Maintenance definition
- Language of the appropriation

Projects shall be classified according to the major maintenance priorities, as defined in Major Maintenance Definitions and summarized below:

1) Threat to life, health, or safety,
2) Projects to reduce or avoid exponential damage to the structure or significant degradation of the mission/operations of the Agency,
3) Projects to increase access under Americans with Disabilities Act Transition Plan requirement,
4) Scheduled maintenance,
5) Projects to increase operational or energy efficiency, including renovation projects and building replacement, and
6) Building demolition.

DAS Project Consolidation

All projects will be consolidated and prioritized into a ranked order by the Department of Administrative Services, General Services Enterprise. The following criteria will be considered:

- Total funds available for major maintenance projects,
- Major Maintenance Priorities,
- Project classification,
- Citations from the State Fire Marshal and other code enforcement agencies,
- Possibility of other funding sources for specific projects, including eligibility for separate "capital

project" funding, and

Projects shall also be prioritized by the immediacy of their need:

A. Damage or dysfunction is currently occurring,
B. Damage or dysfunction is expected to occur within one year, or
C. Damage or dysfunction is expected to occur in two or more years.

Designation of Funds

Department of Administrative Services, General Services Enterprise will allocate project funding based on the master project list. The projects that rank within the available funds for that biannual review session will be funded and will begin the plan/design/bid/build process.

Emergency Funding

Projects deemed to be an emergency because they pose a threat to life/health/safety or an agency's operational capabilities will be reviewed for emergency procurement and funding and will not be required to wait for the next regularly scheduled review.

Emergencies, when not eligible for other funds, will be funded as follows:

- Funds will be allocated from the contingency reserve, and/or
- Projects for which funds have not yet been encumbered will be delayed.

Other funding sources for emergencies which shall be explored first include those defined in the Code of Iowa, relating to emergency management issues as described in the following Code sections:

- Section 29C.20 Contingent fund—disaster aid
- Section 7D.29 Performance of duty—expense
- Section 8A.321.4