



Winona State University

Academic Building Repair and Betterment Submission Procedure

1. **PURPOSE:** To provide an overview of the Academic Building Repair and Betterment Program and to establish a system for the development, review, and submission of academic repair and betterment needs.
2. **REPAIR AND BETTERMENT OVERVIEW:** The Repair and Betterment Program is intended to meet the needs of the University relative to the maintenance, repair, remodeling, and improving of facilities, equipment, and grounds. The program is designed to fill the gap between the routine maintenance of the physical plant and the capital improvement program. Capital improvement projects generally exceed \$50,000 in cost and are submitted bi-annually as a separate program.

In February of each year the University sends to the Minnesota State College and University System (MnSCU) Board of Trustees a prioritized listing of all known repair and betterment needs. The resultant funding is broken down into two allocations:

- A. Major Projects: The University submits to the MnSCU Board of Trustees separate project proposals for those repair and betterment needs which have an estimated cost of from \$5,000 to \$50,000. These proposals are prepared in accordance with MnSCU Board guidelines, and contain such basic information as: project description, project justification, estimate of cost and proposed method of completion.

Each university's proposals are then reviewed by the MnSCU Board and consolidated into a system wide prioritized list. Funds are then allocated on the basis of an on-site evaluation of each proposed project and the relative ranking of each project according to the following criteria:

1. Safety to Life - Facilities or conditions that create a safety problem for students, employees, or the general public are given top priority.
2. Building and Equipment Integrity - Conditions which, if not corrected, will result in continuing damage to buildings or equipment are given second priority. A leaking roof, for example, would fall in this category.
3. Energy Conservation - Facilities repairs or modifications that would result in the conservation of energy are third in priority. Each project within this category is evaluated in terms of estimated savings versus project cost. Only those projects with a payback period of five years or less are considered.
4. Preventive Measures - Projects which are designed to prevent the future deterioration of building components or systems.

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5. Other - This category consists of projects, which do not fall into any of the above groups. For the most part, these projects involve remodeling or other improvements.

When the system wide priorities have been determined, the Repair and Betterment Program is presented to the MnSCU Board of Trustees at its May meeting. Once specific projects are authorized by the Board, design and execution become the responsibility of the Office of the Director of Facilities Management.

- B. General Repairs: In addition to the major projects category, the University is allocated an amount based on the gross square footage of its academic buildings. This amount enables the University to undertake small projects (under \$5,000 in cost) on an as needed or continuing basis. The funds are generally used to purchase materials and the work is, in most instances, done by in-house physical plant personnel.

3. REPAIR AND BETTERMENT PROJECT DEVELOPMENT REVIEW AND SUBMISSION:

- A. Major Projects: During the first week of January, the Vice President for Finance and Administrative Services (VPFAS) shall send a memo to each dean, department head, and service unit head to solicit all major projects estimated to cost over \$5,000. Approximately two weeks later the project proposals, which consist of a justification of the need for the requested repair or betterment and a project description, are due in the appropriate dean or vice president's office.

The Vice President for Academic Affairs (VPAA) and VPFAS shall then establish a combined recommended listing of projects in relative priority according to the previously mentioned criteria for approval by the President. Upon receiving the President's approval, the VPFAS shall then develop each project and prepare the final submission in accordance with the MnSCU Board of Trustees format.

The allocation of funds is made by the MnSCU Board of Trustees at its May meeting and funds become available for expenditure on July 1. The appropriate department or service unit head will be informed by the VPFAS of all approved projects. The design and execution of all Academic Repair and Betterment projects are then coordinated by the Office of the VPFAS.

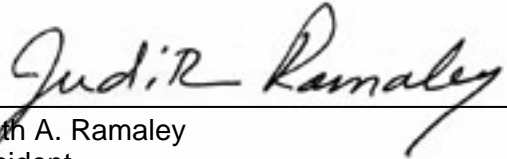
- B. General Repairs: It is the responsibility of each employee to inform his department head and/or supervisor of any condition which precludes the safe, efficient, or continuing operation of any physical plant, component or system. Such needs, which are estimated to cost less than \$5,000, are forwarded to the appropriate dean or vice president on a continuing basis.

In June of each year the VPFAS and the VPAA will mutually develop and recommend to the President a spending plan for 80% of the General Repairs allocation. The remaining 20% shall be held as a contingency fund for such things as emergency repairs, cost overrun, and architect's fees.

This WSU Regulation supersedes WSU Regulation 2-3, dated August 18, 1988.

AUTHENTICATED BY:

Regulation 2-3



Judith A. Ramaley
President

August 13, 2007

Date of Adoption

Authoritative References:

[MnSCU Policy 6.6](#), Facilities Maintenance and Repair including Revenue Fund Facilities
President

Initial Date of Adoption: 7/22/85

Dates of Revisions: 8/18/88, 8/13/07