41.01.01.C0.03 Management of Buildings, Grounds, and Other Improvements

Revised: March 4, 2024
Next Scheduled Review: March 4, 2029
Revision History

Procedure Summary

This procedure identifies the delegation of responsibility for Texas A&M University-Corpus Christi's buildings, grounds, and other improvements.

Procedure

1. Buildings, grounds, and other improvements in the possession of the university are managed in accordance with state law, appropriate system policies and regulations, and university rules and procedures. The President has delegated the responsibility for the custody, care, maintenance, and safekeeping of buildings and other improvements to the officer(s) listed below. For information on the use of university buildings by outside groups, see university procedure *41.01.01.C0.01, Use of University Facilities*.

2. Information concerning real estate or acquisition involving real property must be coordinated through the Vice President for Finance and Administration.

3. Space utilization studies and inventories of physical space will be conducted and reports will be prepared as required, to the extent deemed necessary, to ensure optimum usage of buildings and other facilities. The Office of Planning, Analytics, Institutional Research, & Strategic Initiatives and the Associate Vice President for Operations will be responsible for coordination of these requirements.

4. The Associate Vice President for Operations is responsible for the management of vendor contracts for maintenance, grounds, custodial services, installed equipment improvements, and other real property. These responsibilities include:

    (a) Maintaining and updating the Campus Master Plan and coordination of facilities planning of all buildings and other improvements;

    (b) Construction, modification, or rehabilitation of buildings, grounds, or other

improvements (e.g., utility systems, parking lots, and other infrastructure) on the campus, including material component selections and the building access system; and

(c) Implementing and overseeing the campus energy conservation program.

4.1. Written approval from the Associate Vice President for Operations must be obtained prior to any construction, modification, major repair, or renovation project for any building, grounds and/or landscape area, or other improvements regardless of funding source or personnel utilized for the project. This is done through a Project Initiation Request (PIR) submitted by the requesting individual or designated department/unit facilities representative. Facilities and/or Information Technology, as appropriate, will then process and perform the requested modification(s) as necessary to comply with all system and university standards and requirements..

4.2. Maintenance, custodial, and other services will be performed by the university's contracted vendor in order to maintain buildings and provide a safe and clean environment. The Associate Vice President for Operations will issue written instructions for any custodial services, minor maintenance, or other types of services to be furnished by outside agencies or firms.

5. Employees using university property or having university property under their control shall take appropriate measures to ensure its upkeep and safekeeping. Any employee who, through willful act or failure to exercise reasonable care, causes or permits buildings or other facilities to deteriorate, be damaged, or be destroyed may be liable for the loss sustained. While the University Police Department personnel are responsible for the overall security and protection of the university's property, the primary responsibility for building safety and security during working hours rests with the building occupants.

6. The Environmental, Health & Safety office, through coordination with Facility Services, shall administer the fire prevention and protection program for buildings and facilities under the ultimate direction of the State Fire Marshal through regular routine system review and subsequent corrective actions.

7. Vendors and contractors must meet or exceed university and system mandated training requirements for operation of equipment, chemical use and treatment, and safety in all areas of operation. Vendors and contractors are also responsible for being aware of and applying the Association of Physical Plant Administrators Leadership in Educational Facilities cleaning standards, fire and life safety standards, and the proper maintenance and inspections of equipment and specialized support vehicles. Training records for all of a vendor's employees must be available to the university and system through a written request by the Associate Vice President for Operations.

Related Statutes, Policies, or Requirements

System Policy *41.01, Real Property*
System Regulation *41.01.01, Real Property*
University Procedure *41.01.01.C0.01, Use of University Facilities*
University Procedure *41.01.01.C0.02, Building Access and Key Control*

This procedure supersedes:

- *41.05.02.C1, Management of Buildings, Grounds and Other Improvements*

Appendix

Project Initiation Request

Contact Office

Contact for clarification and interpretation:	Associate Vice President for Operations 361.825.2422