

CRDM Committee Meeting

Thursday, October 28, 2010 / 2:00 pm – 3:00 pm / GSB 203A

Meeting Notes

Attended:

Melissa Rockwell
Rosemary Grimmet
Laura Dhirani
Dr. Randall T. Lee
Nicole Broyles

Spencer Moore
Craig Ness
Mike Yancey
Lillian Wanjagi

Not in attendance:

Dr. Liz Fletcher
Sameer Kapileshwari
Sue Yerby
Malcolm Davis
Diane Murphy

Guests: N/A

Monthly Budget Reports

Melissa provided a brief summary of CRDM budget reports. There is approximately \$3.8M in funds available for CRDM requests for remaining fiscal year. Approximately \$10M in CRDM funds was received for 2011 fiscal year of which \$4.9M has been encumbered for to Central Plant Expansion project. See handout titled *CRDM as of 10.25.10* for further details. Melissa also went over some of the new projects logged for FY11, which can be viewed and are highlighted on the handout titled *CRDM New Project Log as of 10.25.10*.

MP2 & MP4 Reports

Lillian briefed the committee on the MP2 and MP4 reports submitted to THECB. Lillian explained the order of maintenance projects and why they must be reported in a certain order.

Funding Limitations Memo

The committee was asked to review a draft memo addressed to Plant Ops project managers explaining that all future CRDM funding requests will only be considered for projects regarding life safety issues, emergencies, or requests that have significant classroom or academic contribution. The draft memo included the breakdown of available funds for FY11, 12, 13 & 14 including the allocated funds to Central Plant Expansion as well as emergency reserves. Committee agreed that communication is needed, but advised that the memo should only include bottom line balances. Melissa agreed to re-draft memo and send out to committee to view electronically before distribution to Plant Ops staff.

Form Modifications

Updated forms not available for committee review. Melissa went over the new reporting requirements for FY11. See attached handout titled *Maintenance Definitions* for reporting requirements comparison of FY10 and FY11.

Classroom Task Force

Craig stated that committee is currently being formed and first meeting is expected in November 2010. Committee is to set up and define process for all classroom requests. All future CRDM requests for classrooms will be compiled and submitted to task force to review and provide recommendation back to CRDM committee. Craig noted that this task force should not be utilized for review of ADA compliance projects.

NEXT MEETING:

No meeting is scheduled for November 2010. The committee will meet in December before the holiday break.

Current Action Items: Preliminary Agenda for December Meeting

1. Update Monthly Reports - Sue Yerby
2. TBD
3. Other items open to the group

2010 Definitions - Maintenance Expenses

Deferred maintenance or critical deferred maintenance has no limit on the number of categories, and can rest in one category or all categories. The following list describes each category of deferred maintenance expense.

- **Architectural:** estimated deferred maintenance expense for the architectural structure (foundation, walls, ceiling, roof, etc.) of the building
- **HVAC:** estimated deferred maintenance expense for the heating, ventilation, and air conditioning systems in the building
- **Plumbing and Electrical:** estimated deferred maintenance expense for the plumbing and electrical systems in the building
- **Legislative and Mandated:** requirements such as ADA, asbestos abatement, PCB removal, underground storage tank removal, CFC reduction, Texas Water Commission requirements, hazardous waste, recycling, historical buildings, or other mandated requirements
- **Safety:** estimated deferred maintenance expense for the safety items in the building
- **Other:** estimated deferred maintenance expense that is not associated with any of the types of deferred maintenance listed above.

2011 Definitions: Reporting capital and Operating Expenses Related to Maintenance

- **Critical Deferred Maintenance** – Any deferred maintenance that if not corrected in the current budget cycle places its building occupants at risk of harm or the facility at risk of not fulfilling its functions.
- **Deferred Maintenance** – The accumulation of facility components in need of repair or replacement brought about by age, use, or damage for which remedies are postponed or considered backlogged that is necessary to maintain and extend the life of a facility. This includes repairs postponed due to funding limitations. Deferred maintenance excludes on-going maintenance, planned maintenance performed according to schedule, and facility adaptation items.
- **Facility Adaptation** – Includes facility improvements and changes to a facility in response to evolving needs. The changes may occur because of new programs or to correct functional obsolescence. This category is sometimes referred to as Capital Renewal.
- **Planned Maintenance** – A systematic approach to repairing or replacing major building subsystems including, but not limited to roofs, HVAC, electrical and plumbing systems, which have predictable life-cycles, to maintain and extend the life of the facility. This category is sometimes referred to as Facility Renewal or Capital Repair. Planned maintenance is normally funded by an institution's capital budget.
- **On-going Maintenance** – Routine upkeep to include, but not limited to, the lubrication of moving parts, checking electrical systems, and patching of roofs. Failure to attend to these tasks may result in accelerated deterioration of facilities and increases the likelihood of extensive emergency repairs. On-going maintenance is normally funded by an institution's operating budget.