Purpose
To provide an overview of the Facility Renewal Management process and the procedures followed in preparation for presentation of the rolling 5 Year Capital Renewal Plan which is presented to Physical Resources Property Committee (PRPC) in November of each year.

Scope
Facility renewal is normally funded by capital budgets and could be described as planned capital repair.

Definition
Facility renewal is a systematic approach to identifying and prioritizing for the purpose of repairing or replacing, major building subsystems such as roofing, heating, ventilation and air conditioning, and electrical and plumbing systems which have predictable life-cycles, in order to maintain and extend the life of the facility.

Procedure
1. Database Management
To ensure building and site infrastructure condition data from the VFA database system is current, accurate and reliable, Design, Engineering and Construction (DEC) staff perform the following procedures.

1.1. The Facility Renewal Technologist has the day-to-day responsibility of managing the VFA database. The Technologist is supported and directed in this role by the Manager, Space and Facility Renewal.

1.2. Initial risk assessment scores are assigned to the identified deficiencies as determined by the condition assessment audits (Section 3). Scores are assigned using the University’s risk management criteria (Appendix A).

1.3. Facility renewal requirements data is provided to DEC Project Managers as needed and incorporated into initiated capital projects.

1.4. The VFA database is updated. Deficiencies that were addressed by capital project work are archived. This includes recording both the cost of the work and the date the facility renewal requirements were recorded as complete.

2. Capital Projects
Facility renewal requirements are assessed using the University’s risk management process and then prioritized using determined risk scores. Prioritized requirements form the foundation of the rolling 5 Year Capital Renewal Plan. For this reason it is vitally important that the VFA database is kept current and accurate, and its data utilized as the starting point for all capital project work as follows.
2.1. Prior to the budgeting of any project on campus:

- The project manager consults with the Facility Renewal Technologist to investigate if there are any facility renewal requirements identified in the VFA database related to the project location.

- Identified requirements are reviewed by the project manager to determine if the project scope will address any of the requirements or if any of the requirements can be incorporated into the project scope.

2.2. Upon completion of any project on campus:

- The project manager ensures that any identified requirements addressed in whole or in part by the project are communicated back to the Facility Renewal Technologist to facilitate the updating of the VFA database. The details of the requirements addressed by the project must include the scope of work, the date the work was completed and the actual cost of the work.

3. **Condition Assessment Audits**

To facilitate the capturing of facility condition data and keep the data current and reliable, Physical Resources is committed to performing condition assessment audits of the University’s buildings and site infrastructure on a continuous basis and as outlined below.

3.1. Building audits will consist of approximately 20% of the total inventory of University building stock on an annual basis resulting in each building being re-assessed every 5 years.

3.2. Site infrastructure audits will consist of 100% of the University’s infrastructure being re-assessed every 5 years.

3.3. Upon completion of condition assessment audits, the VFA database is populated with the new assessment data.

4. **Capital Planning**

To facilitate the annual capital planning process the VFA database is utilized to identify facility renewal requirements for buildings and site infrastructure on the main campus. These requirements are prioritized and form the foundation of the rolling 5 Year Capital Plan.

4.1. The Manager, Space and Facility Renewal, through the Director, DEC, will call for planning meetings. Meetings will begin in the spring and end in the fall. The intent is to review and prioritize facility renewal requirements and present a draft 5 Year Capital Plan to the AVP, Physical Resources by September in preparation for the presentation of the 5 Year Capital Plan to the PRPC in November of each year.

4.2. The Director, DEC, the Managers of Space and Facility Renewal, Architectural Design, Mechanical Design, and Electrical Design, Construction Co-ordination and Project Management as well as the Facility Renewal Technologist will attend these meetings. The details of identified facility renewal requirements will be reviewed for accuracy, relevancy and the assigned risk management score. The requirements will then be prioritized for the next 5 year capital planning window. Any undocumented requirements are put forward by the DEC Managers and added into the list of requirements for ranking and prioritization.

4.3. Annual requirements are assigned a budget value and added into the plan.
4.4. Once the data is vetted, the Facility Renewal Technologist will update the VFA database with any changes. A draft of the 5 Year Renewal Requirements will then be developed for further review and prioritization.

4.5. The Capital Accountant reviews the energy plans and the unforeseen emergency history to determine the annual budgets for these programs, and rolls them into the plan.

4.6. The Capital Accountant takes the consolidated VFA data along with the energy plans and emergency history and incorporates it into the capital planning spreadsheets to determine the expected costs for each requirement, including soft costs and taxes. This becomes a draft of the 5 Year Capital Plan.

4.7. The 5 Year Capital Plan is then reviewed by the AVP, Physical Resources, the Director, DEC, the Director, Finance and Administration, the Director, Maintenance and Energy Services, the Capital Accountant and the Manager, Space and Facility Renewal. The data is analyzed for relevancy to both Physical Resources and University of Guelph priorities as well as the financial implications. The plan may go through several iterations (steps 2 – 7) before the final 5 Year Plan is presented to PRPC in November.

4.8. The Facility Renewal Technologist updates any further changes to the database resulting from the finalization of the 5 Year Capital Plan.

4.9. Preparations for facility condition assessment audits and the capital planning process begin again the following January.