

SYSTEM REGULATION

41.05.02 Management of Buildings and Other Improvements

Approved September 3, 1998

Revised January 29, 2004

Supplements System Policy 41.05

1. GENERAL PROVISIONS

- 1.1 Management, maintenance and repair of buildings and other improvements (such as utility systems, streets, parking lots, sidewalks, and other infrastructure) under the control of the System component are to be performed in accordance with applicable law and System policies and regulations.
- 1.2 The Chief Executive Officer (CEO) of each System component is responsible for ensuring the care, maintenance, and safekeeping of buildings and other improvements under the control of the System component. The CEO may delegate these responsibilities to an employee or department of the component. Any such delegations must be in writing and in accordance with state law and applicable System policies and regulations.
- 1.3 The CEO of each component will have rules or procedures developed and published which pertain to the management, repair and custodial care of buildings and other improvements under the control of the component.

2. MAINTENANCE, REPAIRS, CUSTODIAL AND OTHER SERVICES

- 2.1 Maintenance, repairs, custodial services and other services to the building and other improvements under the control of the System component are to be performed by authorized personnel. The goal of such maintenance, repairs, custodial services and/or other services is to maintain the buildings and other improvements as nearly trouble-free, save and clean and possible. Building and other improvement maintenance, repairs and custodial service plans must also include plans for preventive maintenance, routine serving and general long-term upkeep.
- 2.2 The CEO or designee of each System component will issue written instructions for any maintenance, repairs, custodial services or other services to be performed by an entity outside the System. The component must execute a written agreement detailing the services to be performed and the cost of such services..

3. CONSTRUCTION, MODIFICATION OR REHABILITATION

Construction, modification, and/or rehabilitation of a building or other improvement must be performed in accordance with System Policy 51.02 and 51.04 and System Regulation 51.04.01.

4. LIMITATION OF USE

Buildings and other improvements will be used only for authorized purposes. The CEO or designee of each System component will regulate the occupancy and use of buildings and other improvements by groups or individuals not affiliated with the System component or the System,

subject to applicable state law and System policies and regulations, specifically System Regulation 33.01.01 pertaining to political campaign events.

5. SAFEGUARDING AND SECURITY

- 5.1 An employee using System property or having System property under his/her control shall take such measures as are necessary and appropriate to ensure the safekeeping of the property. Any employee who through willful act, or through failure to exercise reasonable care, causes or permits buildings or other improvements to deteriorate, be damaged, or be destroyed may be liable for the loss sustained.
- 5.2 While security personnel are responsible for the security and protection of the System component's property, the occupants of System buildings are also charged with supporting building security when occupying the building, and following any prescribed security measures.
- 5.3 The fire prevention program for the System component's buildings and other improvements is to be developed and administered by a designated official for each component.

6. ACCOUNTABILITY FOR BUILDINGS AND OTHER IMPROVEMENTS

Buildings and other improvements under the control of a System component must be accounted for in the perpetual inventory system of the component. Such accounting must be verified at least once each year.

7. ENERGY CONSERVATION

Each System component will adopt and implement an energy conservation program for the buildings and other improvements under the control of the component. Such program should be implemented in accordance with Chapter 447, Texas Government Code.

CONTACT FOR INTERPRETATION: Office of Business Services