



University of Maryland
CENTER FOR ENVIRONMENTAL SCIENCE

UMCES Policies

VIII-10.10-UMCES Policy and Procedures on Facilities Renewal Program

Approved by UMCES Administrative Council 3/6/2018

Approved by the President 3/7/2018

I. PURPOSE

This policy establishes the general procedures and guidelines for the annual UMCES Institutional Facilities Renewal Program. UMCES Facilities Renewal Program exists for the repair and rehabilitation of the **existing State Owned facilities and infrastructures** for its effective and efficient ongoing operations.

II. POLICY

It is the policy of UMCES that its Facilities Renewal Program be utilized and managed in the most efficient and effective manner. UMCES has established Facilities Advisory Committee (FAC) to aid in collaborative and transparent process and procedures on annual project recommendations to the Vice President for Administration for its managed labs and units.

III. FACILITIES ADVISORY COMMITTEE

- A. Consistent with its shared governance commitment, UMCES established a Facilities Advisory Committee (FAC) consisting of;
 - a. Director of Facilities Administration, to serve as chair of the committee
 - b. (2) Laboratory director designated facilities expert representatives from each of the (3) UMCES managed labs listed below.
 - i. Appalachian Lab
 - ii. Chesapeake Biological Lab
 - iii. Horn Point Lab
 - c. Other Ad Hoc members as needed
- B. The purpose of the committee shall be to share resources and knowledge related to facilities management among all labs, to review the annual Facilities Renewal Project Requests, evaluate requests for efficiency and effectiveness, and to make recommendations consistent with the mission of the institution to the Vice President for Administration.

- C. The committee shall meet at quarterly bases to discuss various issues related to UMCES facilities management for maximum efficiency and effectiveness.

IV. PROCEDURES

- A. Annual Facilities Renewal Project Request
 - a. Annual Facilities Renewal Request Forms will be available on Facilities webpage prior to the beginning of each fiscal year.
 - b. Each lab designated FAC member will submit project requests to the chair of FAC at the beginning of each fiscal year.
- B. Recommendations

After FAC evaluation process the chair submits recommended requests to the Vice President for Administration for final approval.
- C. Approval

Facilities Renewal Requests Approval is granted by Vice President for Administration.