

**BOARD OF HIGHER EDUCATION**  
**REQUEST FOR COMMITTEE AND BOARD ACTION**

**COMMITTEE:** Fiscal Affairs and Administrative Policy      **NO.:** FAAP 17-20

**COMMITTEE DATE:** January 17, 2017

**BOARD DATE:** January 24, 2017

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**FISCAL YEAR 2018 RENT SCHEDULE AND OPERATING BUDGETS MASSACHUSETTS  
STATE COLLEGE BUILDING AUTHORITY**

**MOVED:**            The Board of Higher Education hereby approves the attached Fiscal Year 2018 Schedule of Proposed Rents and Operating Budget for the Authority and State University Residence Halls, effective July 1, 2017, provided that any increase in the rent schedule shall be shall be subject to the approval of the Board of Higher Education.

**Authority:**            Massachusetts General Laws Chapter 73 App., Section 1-9 as amended and the *Contract for Financial Assistance, Management and Services*, dated February 1, 2003, made between the Commonwealth of Massachusetts, acting by and through the Board of Higher Education and the Massachusetts State College Building Authority.

**Contact:**            Sean P. Nelson, Deputy Commissioner for Administration & Finance

**MASSACHUSETTS STATE COLLEGE BUILDING AUTHORITY**

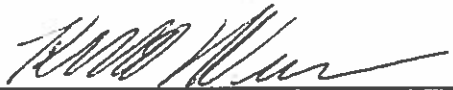
**CERTIFICATE OF VOTE**

I, Kenneth Wissman, Secretary/Treasurer of the Massachusetts State College Building Authority (the "Authority"), a body politic and corporate created by Chapter 703 of the Acts of 1963 of the Commonwealth of Massachusetts, hereby certify that the following is a true copy of the vote taken at a meeting of the Members of the Authority in accordance with the bylaws of the Authority, which meeting was held December 6, 2016 at 4:30 p.m.

A quorum being present, upon motion duly made and seconded, it was:

**VOTED:**

The Massachusetts State College Building Authority (the "Authority") hereby approves the Schedule of Proposed Rents and Operating Budget for the Authority and State University Residence Halls for Fiscal Year 2018, attached hereto, and authorizes Edward H. Adelman, Executive Director, to transmit the schedule to the Commonwealth's Board of Higher Education.

By:   
Kenneth Wissman  
Secretary/Treasurer

Dated: December 6, 2016

**FISCAL YEAR 2018  
SCHEDULE OF PROPOSED RENTS AND OPERATING BUDGET  
FOR THE AUTHORITY AND STATE UNIVERSITY RESIDENCE HALLS**

*In accordance with the provisions of the Contract for Financial Assistance, Management and Services and pursuant to Section 1-9 of Ch. 703 of the Acts of 1963 as amended, the Massachusetts State College Building Authority hereby submits its Fiscal Year 2018 Schedule of Proposed Rents and Operating Budget for the Authority and State University Residence Halls. The Authority hereby informs the Board of Higher Education that the proposed rents produce revenue sufficient to pay Authority expenses, including maintenance, repair, operations, debt service, reserves, and administration, and recommend approval accordingly.*

**Fiscal Year 2018 Rent Recommendations**

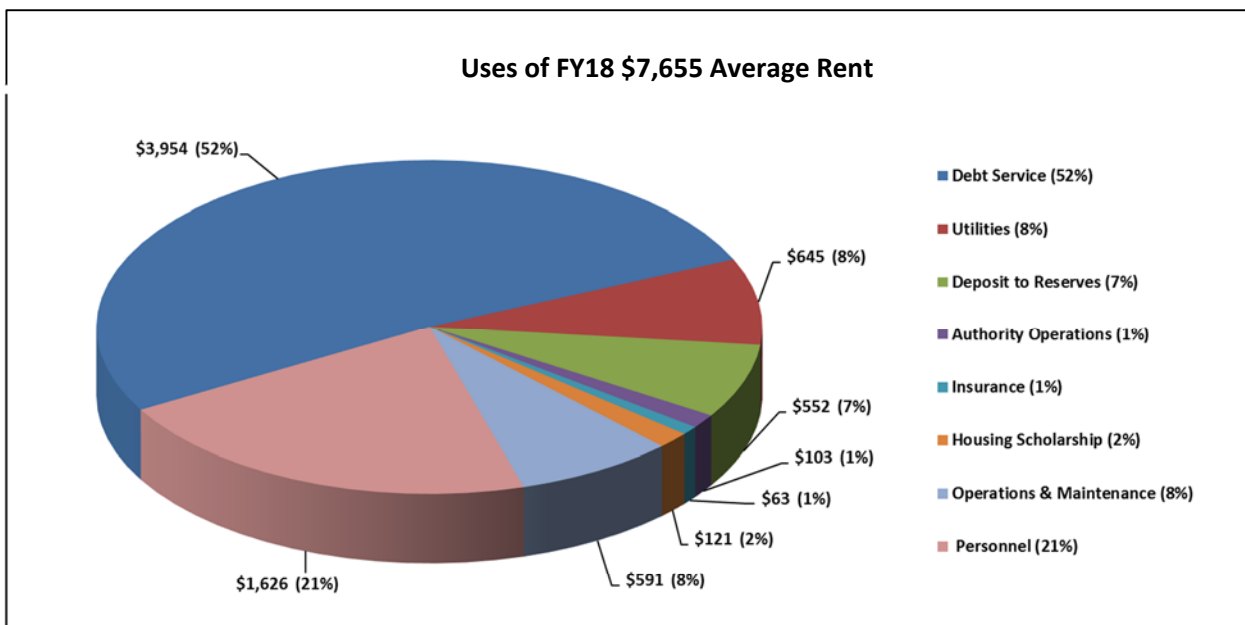
Student rents fund all costs of operating the residence halls (salaries, utilities and repairs) as well as the Authority’s cost of debt service, insurance premiums, deposits to reserves, and Authority operating expense. There are no Commonwealth appropriations for Authority operations or projects.

This proposal includes a deposit to the System Capital Improvement Reserve of an additional \$500,000 to fund scheduled renewal and adaption.

In the current fiscal year (July 1<sup>st</sup> through June 30<sup>th</sup>), \$2.0 million of revenue funds the Housing Grant Program which redistributes money to students in financial need. For fiscal year 2018, the annual distribution will remain at \$2.0 million.

The rent proposal attached to this document recommends a schedule of residence hall rents which average \$7,655 per academic year.

The following chart illustrates the uses of the average rent:

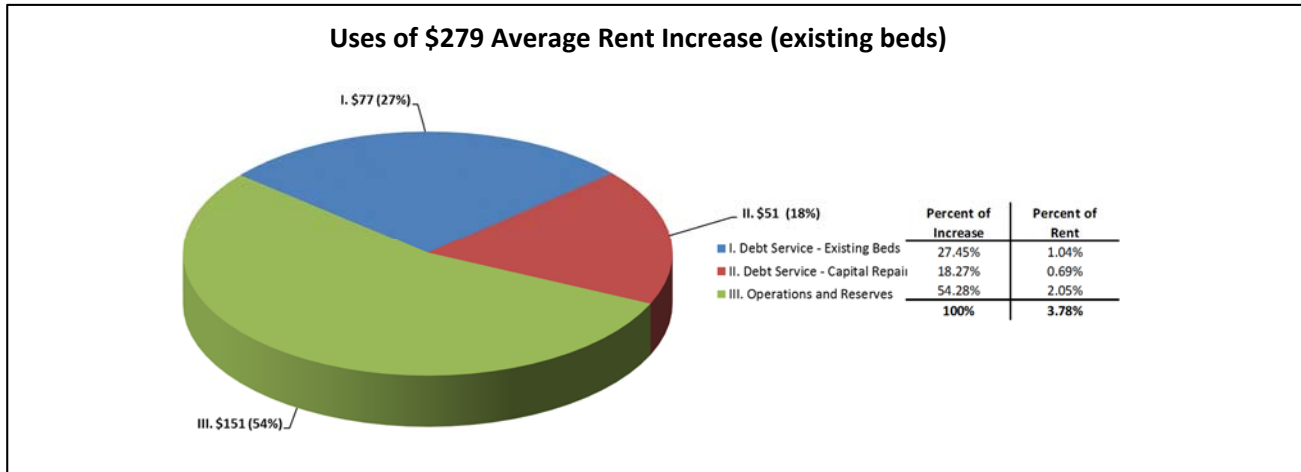


This rent recommendation represents a 3.8% increase (\$279) for growth in the cost of operations, utilities, reserves, and debt service for existing beds. The table below displays the trend of average rent increases:

**Average Rent Increase on Existing Beds**

2003/2004	2005/2006	2007/2008	2009/2010	2011/2012	2013/2014	2015/2016	2017/2018
8.7%	6.5%	5.0%	5.9%	2.8%	2.9%	3.0%	3.8%

The following chart illustrates the use of the recommended rent increase on existing beds:



**I. Debt Service - Existing Beds**

09B MCAD Treehouse	0.08%
09C FRA North Hall	0.30%
14A SAL Viking	0.57%
14C BRI Woodward	0.08%
	<b>1.04%</b>

**II. Debt Service - Capital Repairs**

17A FIT Townhouse Phase 2	0.08%
17A MCLA Renewal and Adaption	0.11%
09C FIT Repairs	0.06%
09C BRI Repairs	0.22%
09C WES Repairs	0.16%
09C MCLA Repairs	0.06%
	<b>0.69%</b>

**III. Operations**

Utilities	0.22%
Deposit to Reserves	0.57%
Authority Operations	0.02%
Insurance	0.07%
Operations & Maintenance	0.01%
Res Hall Admin & Salary	1.17%
	<b>2.05%</b>

**Schedules and Attachments**

This rent schedule is supported by the following schedules.

- Schedule 1: Authority Comprehensive Budget`
- Schedule 2: Authority Operating Budget
- Schedule 3: Residence Hall Trust Fund Budget
- Schedule 4: Residence Halls Room Rents
- Schedule 5: Non-Residential Project Assessments

In addition, there are two attachments.

- Attachment 1: Residence Hall Policies, Fiscal Year 2018
- Attachment 2: Residence Hall Preventive Maintenance Guide

**Massachusetts State College Building Authority**

**Schedule 1: Comprehensive Operating Budget - FY16 Approved, FY17 Approved, FY18 Proposed**

Authority assessments and other Authority held revenues against debt service, Authority operations, and deposits to reserves. Revenues for fiscal year 2018 are projected at \$110.4 million and expenditures at \$109.6 million, yielding a change in position of approximately \$809,522 or 0.7% of revenues.

	<b>FY16 Approved</b>	<b>FY17 Approved</b>	<b>FY18 Proposed</b>	<b>\$ diff 2017 / 2018</b>	<b>% diff 2017 / 2018</b>
<b>REVENUES</b>					
<b>Assessment Revenues</b>	<b>\$92,501,952</b>	<b>\$103,440,304</b>	<b>\$104,252,974</b>	<b>\$812,671</b>	<b>0.8%</b>
Residence Halls - System	29,895,530	34,916,442	35,548,954	632,512	1.8%
Residence Halls - Campus	41,566,734	45,303,996	46,171,300	867,304	1.9%
Non Residence Halls	21,039,688	23,219,866	22,532,720	(687,146)	(3.0%)
<b>Other Revenues</b>	<b>\$10,009,829</b>	<b>\$10,057,197</b>	<b>\$6,171,011</b>	<b>(\$3,886,185)</b>	<b>(63.0%)</b>
Interest Earnings	2,775,556	2,803,311	2,831,344	28,033	1.0%
Build America Bond Subsidy	2,200,443	2,200,443	2,200,443	(0)	(0.0%)
Capitalized Interest	3,851,833	3,851,833	-	(3,851,833)	(100.0%)
Bond Funds for PM salary & expense	1,181,998	1,201,610	1,139,224	(62,386)	(5.5%)
<b>TOTAL REVENUES</b>	<b>\$102,511,782</b>	<b>\$113,497,500</b>	<b>\$110,423,985</b>	<b>(\$3,073,515)</b>	<b>(2.8%)</b>
<b>EXPENDITURES</b>					
<b>Operating Expenses</b>	<b>\$3,902,509</b>	<b>\$4,031,524</b>	<b>\$4,025,803</b>	<b>-\$5,721</b>	<b>(0.1%)</b>
Authority Operating Budget	2,884,583	2,983,060	2,945,166	(37,894)	(1.3%)
Property and Liability Insurance	1,017,926	1,048,464	1,080,637	32,173	3.0%
<b>Debt Service &amp; Reserve Deposits</b>	<b>\$99,734,845</b>	<b>\$105,997,297</b>	<b>\$105,588,660</b>	<b>(\$408,638)</b>	<b>(0.4%)</b>
Debt Service	91,662,229	97,167,972	95,851,884	(1,316,088)	(1.4%)
System Capital Improvement Reserve	4,916,927	5,500,000	6,000,000	500,000	8.3%
Campus Project Capital Reserve	1,755,689	1,929,325	2,336,776	407,450	17.4%
Multipurpose Reserve	400,000	400,000	400,000	-	0.0%
Supplemental Reserve	1,000,000	1,000,000	1,000,000	-	0.0%
<b>TOTAL EXPENDITURES</b>	<b>\$103,637,354</b>	<b>\$110,028,821</b>	<b>\$109,614,463</b>	<b>(\$414,358)</b>	<b>(0.4%)</b>
<b>Change in Net Position</b>	<b>(\$1,125,572)</b>	<b>\$3,468,679</b>	<b>\$809,522</b>		

**Massachusetts State College Building Authority**

**Schedule 2: Authority Operating Budget - FY16 Approved, FY17 Approved, FY18 Proposed**

A subset of "Schedule 1" which shows detail of Authority salary and other operating expenditures. In fiscal year 2018 the Authority's total operating budget inclusive of capital funds is \$2.9 million, a 1.3% decrease to the fiscal year 2017 approved budget.

	FY16 Approved	FY17 Approved	FY18 Proposed	\$ diff 2017 / 2018	% diff 2017 / 2018
<b>CATEGORY</b>					
<b>Authority Operating Salary</b>	<b>\$1,071,217</b>	<b>\$1,150,196</b>	<b>\$1,107,209</b>	<b>(\$42,987)</b>	<b>-4%</b>
Salary & Taxes	853,400	940,800	1,003,779	62,978	
Retirement Plan Contribution	128,010	110,890	-	(110,890)	
Medical & Dental Insurance	89,807	98,505	103,431	4,925	
<b>Consultants</b>	<b>\$117,000</b>	<b>\$96,172</b>	<b>\$134,400</b>	<b>\$38,228</b>	<b>40%</b>
Consultant Services	20,000	20,000	34,400	14,400	
Contract Services	50,000	24,172	25,000	828	
Trustee Services	47,000	52,000	75,000	23,000	
<b>Legal &amp; Accounting</b>	<b>\$195,500</b>	<b>\$208,000</b>	<b>\$220,000</b>	<b>\$12,000</b>	<b>6%</b>
Legal Services	100,000	100,000	100,000	-	
Accounting Services	95,500	108,000	120,000	12,000	
				0	
<b>Occupancy Expense</b>	<b>\$185,000</b>	<b>\$196,480</b>	<b>\$196,480</b>	<b>0</b>	<b>0%</b>
Rent & Utilities	185,000	196,480	196,480	0	
<b>Authority Administrative Expense</b>	<b>\$133,868</b>	<b>\$130,602</b>	<b>\$147,852</b>	<b>\$17,250</b>	<b>13%</b>
Authority Expense	60,000	65,000	65,000	-	
Office Supplies	13,250	13,250	12,000	(1,250)	
Printing & Publication Fees	3,750	3,750	3,750	-	
Telephone & Data Services	47,699	35,902	35,902	-	
Office Equipment (computer/furniture)	9,169	12,700	31,200	18,500	
<b>TOTAL OPERATING BUDGET</b>	<b>\$1,702,585</b>	<b>1,781,450</b>	<b>1,805,941</b>	<b>24,491</b>	<b>1%</b>
<b>CAPITAL FUNDED</b>	<b>\$1,181,998</b>	<b>\$1,201,610</b>	<b>\$1,139,224</b>	<b>(\$62,385)</b>	<b>-5%</b>
Salary & Taxes	882,950	896,468	973,924	77,456	
Retirement Plan Contribution	139,943	144,141	-	(144,141)	
Medical & Dental Insurance	84,105	86,000	90,300	4,300	
Capital Funded Administrative Expense	75,000	75,000	75,000	-	
<b>Operating Budget Inclusive of Capital Funds</b>	<b>\$2,884,583</b>	<b>\$2,983,060</b>	<b>\$2,945,166</b>	<b>(\$37,894)</b>	<b>-1.3%</b>

**Massachusetts State College Building Authority**

**Schedule 3: Residence Hall Trust Fund Budget - FY16 Actual, FY17 Update, FY18 Proposed**

Consolidated residence hall operating budgets. Revenues are collected directly by the universities and consist primarily of student rents. Expenditures for building operating expenses and other costs are paid directly by the universities. Also shown are the expenditures for debt service and deposits to reserves that are assessed by and remitted to the Authority. Revenues for fiscal year 2018 are projected at \$134 million and total expenditures at \$134 million, yielding an ending fund balance of \$21.9 million. The ending residence hall trust fund balance is projected at 16.8% of prior year expenditures. Average operating expenses per square foot for the fiscal year 2017 and 2018 budgets are projected as \$11.55 and \$12.16, respectively.

	<b>FY16 Actual</b>	<b>FY17 Update</b>	<b>FY18 Proposed</b>	<b>\$ diff 2017 / 2018</b>	<b>% diff 2017 / 2018</b>
<b>OPENING FUND BALANCE JULY 1</b>	<b>\$22,003,136</b>	<b>\$25,479,722</b>	<b>\$21,874,111</b>		
<b>REVENUES</b>					
Academic Year Revenue	\$116,536,450	\$120,508,077	\$127,741,008	\$7,232,931	6%
Summer Rental and Conference	2,074,003	2,146,609	2,194,306	47,697	2%
University Support	1,074,697	1,105,000	1,005,000	(100,000)	(9%)
Other Income*	3,215,231	3,152,065	3,105,637	(46,428)	(1%)
<b>TOTAL REVENUES</b>	<b>\$122,900,381</b>	<b>\$126,911,751</b>	<b>\$134,045,951</b>	<b>\$7,134,200</b>	<b>6%</b>
<b>EXPENDITURES</b>					
<b>Building Expenses</b>	<b>\$46,162,705</b>	<b>\$48,142,161</b>	<b>\$50,161,856</b>	<b>\$2,019,695</b>	<b>4%</b>
Salary & Benefits	24,687,442	26,805,639	28,496,320	1,690,681	6%
Operations & Maintenance	9,784,550	8,996,786	9,141,090	144,304	2%
Energy/Sewer & Water	10,835,928	10,988,647	11,309,078	320,431	3%
Administrative & Technology	854,786	1,351,089	\$1,215,368	(135,721)	(10%)
<b>MSCBA Residence Hall Assessments</b>	<b>\$71,462,264</b>	<b>\$80,220,438</b>	<b>\$81,720,254</b>	<b>\$1,499,816</b>	<b>2%</b>
Pooled System Assessment	13,298,864	17,551,237	18,378,998	827,761	5%
System Repair Assessment	16,596,666	17,365,205	17,169,956	(195,249)	(1%)
Campus Assessment	41,566,734	45,303,996	46,171,300	867,304	2%
<b>Other Costs</b>	<b>\$1,798,826</b>	<b>\$2,154,763</b>	<b>\$2,117,581</b>	<b>(\$37,182)</b>	<b>(2%)</b>
Housing Grant Program	1,782,647	2,047,581	2,000,000	(47,581)	(2%)
Other Disbursements	16,179	107,182	117,581	10,399	10%
<b>TOTAL EXPENDITURES</b>	<b>\$119,423,795</b>	<b>\$130,517,362</b>	<b>\$133,999,691</b>	<b>\$3,482,329</b>	<b>3%</b>
<b>Change in Net Position</b>	<b>\$3,476,586</b>	<b>(\$3,605,611)</b>	<b>\$46,260</b>		
<b>ENDING FUND BALANCE as of June 30</b>	<b>\$25,479,722</b>	<b>\$21,874,111</b>	<b>\$21,920,370</b>		
Fund Balance / Prior Year Expenditures	25.3%	18.3%	16.8%		
<b>DESIGN OCCUPANCY TOTAL</b>	<b>16,773</b>	<b>16,814</b>	<b>16,857</b>	<b>43</b>	<b>0.3%</b>
System Beds (prior to 2000)	10,506	10,246	10,274	28	0.3%
Campus Beds (after 2000)	6,267	6,568	6,583	15	0.2%

**Massachusetts State College Building Authority**

**Schedule 4: Residence Halls Room Rents - FY17 Actual, FY18 Proposed**

Projected design occupancy and rents for fiscal year 2018 for both "system" and "campus" beds.

	<b>FY18 Planned Design Occupancy</b>	<b>FY17 Actual Rent</b>	<b>FY18 Proposed Rent</b>
<b><u>Bridgewater State</u></b>	<b>3,281</b>		
Great Hill - RA's	4	\$7,220	\$7,510
Great Hill - Doubles	190	\$8,400	\$8,862
Miles-Dinardo - RA's	13	\$7,220	\$7,510
Miles-Dinardo - Doubles	388	\$7,510	\$7,810
Pope - RA's	9	\$7,220	\$7,510
Pope - Doubles	177	\$7,220	\$7,510
Scott - RA's	8	\$7,220	\$7,510
Scott - Doubles	144	\$7,220	\$7,510
Shea/Durgin - RA's	20	\$7,220	\$7,510
Shea/Durgin - Doubles	620	\$7,220	\$7,510
Woodward - RA's	6	\$7,220	\$7,510
Woodward - Doubles	<u>225</u>	\$7,220	\$7,510
<i>SUBTOTAL - SYSTEM</i>	<i>1,804</i>		
Stonehouse (East) Hall - RA's	7	\$7,220	\$7,510
Stonehouse (East) Hall - Singles	163	\$8,210	\$8,662
Stonehouse (East) Hall - Doubles	130	\$7,570	\$7,986
Crimson Hall - RA's	7	\$7,220	\$7,510
Crimson Hall - Singles	101	\$8,400	\$8,862
Crimson Hall - Doubles	300	\$7,640	\$8,060
Pope & Scott Addition	269	\$7,220	\$7,510
Weygand Hall - RA's	12	\$7,220	\$7,510
Weygand Hall - Singles	96	\$8,400	\$8,862
Weygand Hall - Doubles	<u>392</u>	\$7,870	\$8,303
<i>SUBTOTAL - CAMPUS</i>	<i>1,477</i>		



Massachusetts State College Building Authority

Schedule 4: Residence Halls Room Rents - FY17 Actual, FY18 Proposed

	FY18 Planned Design Occupancy	FY17 Actual Rent	FY18 Proposed Rent
<b><u>Fitchburg State</u></b>	<b>1,712</b>		
Apartments - RA's	3		
Apartments - Singles	186	\$7,900	\$8,273
Aubuchon Suites - RA's	10		
Aubuchon Suites - Doubles	315	\$6,140	\$6,432
Aubuchon Suites Singles			\$7,552
Herlihy - RA's	4		
Herlihy - Singles	3	\$6,840	\$7,164
Herlihy - Doubles	114	\$5,770	\$6,044
Herlihy - Triples	24	\$5,770	\$6,044
Herlihy - Premium Single	1	\$7,340	\$8,214
Herlihy - Expanded Occupancy	8	\$5,770	\$6,044
Mara - RA's	9		
Mara - Singles	3	\$7,210	\$7,552
Mara - Doubles	316	\$6,140	\$6,432
Russell - RA's	12		
Russell - Singles	26	\$7,120	\$7,460
Russell - Doubles	360	\$6,050	\$6,340
Russell - Triples	<u>54</u>	\$6,050	\$6,340
<i>SUBTOTAL - SYSTEM</i>	<i>1,448</i>		
Cedar Street House - RA's	1		
Cedar Street House - Singles	27	\$7,470	\$7,812
Mara Village Expansion - RA's	2		
Mara Village Expansion - Singles	2	\$7,210	\$7,552
Mara Village Expansion - Doubles	100	\$6,140	\$6,432
Simonds Hall	<u>132</u>		\$8,273
<i>SUBTOTAL - CAMPUS</i>	<i>264</i>		

Massachusetts State College Building Authority

Schedule 4: Residence Halls Room Rents - FY17 Actual, FY18 Proposed

	FY18 Planned Design Occupancy	FY17 Actual Rent	FY18 Proposed Rent
<b><u>Framingham State</u></b>	<b>1,996</b>		
Corinne - RA's	16	\$6,980	\$7,280
Corinne - Doubles	488	\$6,980	\$7,280
Horace Mann - RA's	3	\$6,980	\$7,280
Horace Mann - Doubles	116	\$6,980	\$7,280
Larned - RA's	10	\$6,980	\$7,280
Larned - Doubles	358	\$6,980	\$7,280
Linsley-traditional - RA's	5	\$6,980	\$7,280
Linsley-traditional - Doubles	72	\$6,980	\$7,280
Linsley-suites	80	\$7,980	\$8,280
Peirce - RA's	3	\$6,980	\$7,280
Peirce - Doubles	<u>119</u>	\$6,980	\$7,280
<i>SUBTOTAL - SYSTEM</i>	<i>1,270</i>		
North Hall - RA's	10	\$7,580	\$8,880
North Hall - Singles	200	\$9,580	\$9,880
North Hall - Doubles	200	\$8,580	\$8,880
West Hall - RA's	10	\$7,580	\$8,880
West Hall - Doubles	<u>306</u>	\$8,580	\$8,880
<i>SUBTOTAL - CAMPUS</i>	<i>726</i>		
<b><u>Mass College of Art &amp; Design</u></b>	<b>919</b>		
Smith - RA's	4	\$9,550	\$9,840
Smith - Singles	8	\$9,550	\$9,840
Smith - Doubles	96	\$8,560	\$8,820
Smith - Kitchen Singles	2	\$9,770	\$10,060
Smith - Kitchen Doubles	<u>6</u>	\$9,120	\$9,390
<i>SUBTOTAL - SYSTEM</i>	<i>116</i>		
Artists' Residence - RA's	8	\$11,960	\$12,320
Artists' Residence - Singles	166	\$11,960	\$12,320
Artists' Residence - Doubles	136	\$10,880	\$11,210
Treehouse - RA's	8	\$11,960	\$12,320
Treehouse - Singles	16	\$11,960	\$12,320
Treehouse - Doubles	160	\$10,880	\$11,210
Treehouse - Triples	48	\$8,970	\$9,240
Premium - Singles	27	\$12,807	\$13,190
Premium - Doubles	180	\$12,807	\$13,190
Premium - Triples	<u>54</u>	\$12,807	\$13,190
<i>SUBTOTAL - CAMPUS</i>	<i>803</i>		

Massachusetts State College Building Authority

Schedule 4: Residence Halls Room Rents - FY17 Actual, FY18 Proposed

	FY18 Planned Design Occupancy	FY17 Actual Rent	FY18 Proposed Rent
<b><u>Mass College of Liberal Arts</u></b>	<b>1,033</b>		
Berkshire - RA's	8	\$5,750	\$6,050
Berkshire - Doubles	304	\$5,750	\$6,050
Flagg Townhouses - RA's	8	\$5,750	\$6,050
Flagg Townhouses - Doubles	478	\$5,950	\$6,250
Hoosac - RA's	7	\$5,750	\$6,050
Hoosac - Doubles	228	\$5,750	\$6,050
<b><u>Mass Maritime Academy</u></b>	<b>1,396</b>		
Companies 1-6	<u>1,032</u>	\$7,130	\$7,340
<i>SUBTOTAL - SYSTEM</i>	<i>1,032</i>		
Company 1-2 Expansion	168	\$7,130	\$7,340
Beachmoor	0	\$7,130	\$7,340
Company 4 Build over	<u>196</u>	\$7,130	\$7,340
<i>SUBTOTAL - CAMPUS</i>	<i>364</i>		
<b><u>Salem State</u></b>	<b>2,282</b>		
Bates - RA's	8		
Bates - Singles	36	\$9,370	\$9,740
Bates - Doubles	310	\$8,820	\$9,170
Bowditch - RA's	9		
Bowditch - Academic Mentors	3		
Bowditch - Doubles	264	\$7,570	\$7,870
Peabody - RA's	10		
Peabody - Academic Mentors	3		
Peabody - Doubles	<u>309</u>	\$7,570	\$7,870
<i>SUBTOTAL - SYSTEM</i>	<i>952</i>		
Atlantic Hall - RA's	10		
Atlantic Hall - Singles	164	\$10,730	\$11,160
Atlantic Hall - Doubles	278	\$9,610	\$9,990
Marsh Hall - RA's	15		
Marsh Hall - Academic Mentors	5		
Marsh Hall - Doubles	505	\$8,590	\$8,930
Viking Hall - RA's	10		
Viking Hall - Academic Mentors	3		
Viking Hall - Singles	8	\$9,370	\$9,740
Viking Hall - Doubles	282	\$8,800	\$9,150
Viking Hall - Triples	38	\$9,000	\$9,360
Viking Hall - Single Suites	<u>12</u>	\$9,570	\$9,950
<i>SUBTOTAL - CAMPUS</i>	<i>1,330</i>		

Massachusetts State College Building Authority

Schedule 4: Residence Halls Room Rents - FY17 Actual, FY18 Proposed

	FY18 Planned Design Occupancy	FY17 Actual Rent	FY18 Proposed Rent
<b><u>Westfield State</u></b>	<b>2,754</b>		
Apartments - RA's	6	\$5,630	\$5,790
Apartments - Singles	90	\$8,630	\$8,880
Apartments - Doubles	168	\$7,770	\$8,000
Apartments - Triples	6	\$7,770	\$8,000
Courtney - RA's	11	\$4,130	\$4,250
Courtney - Premium Singles	5	\$7,940	\$8,170
Courtney - Doubles	354	\$5,940	\$6,110
Courtney - Triples	90	\$5,940	\$6,110
Davis - RA's	8	\$4,130	\$4,250
Davis - Singles	8	\$6,800	\$7,000
Davis - Doubles	243	\$5,940	\$6,110
Davis - Triples	3	\$5,940	\$6,110
Davis - Standard Quad	4	\$5,940	\$6,110
Dickinson - RA's	8	\$4,130	\$4,250
Dickinson - Singles	8	\$6,800	\$7,000
Dickinson - Doubles	256	\$5,940	\$6,110
Dickinson - Triples			\$6,110
Lammers - RA's	11	\$4,130	\$4,250
Lammers - Singles	6	\$6,800	\$7,000
Lammers - Doubles	264	\$5,940	\$6,110
Lammers - Triples	33	\$5,940	\$6,110
Scanlon - RA's	9	\$4,130	\$4,250
Scanlon - Singles	6	\$6,800	\$7,000
Scanlon - Doubles	66	\$5,940	\$6,110
Scanlon - Triples	240	\$5,940	\$6,110
Scanlon - Quads	<u>36</u>	\$5,940	\$6,110
<b><i>SUBTOTAL - SYSTEM</i></b>	<b>1,939</b>		
New Hall - RA's	8	\$5,630	\$5,790
New Hall - Singles	162	\$9,000	\$9,260
New Hall - Doubles	234	\$7,870	\$8,100
University Hall - RA's	9	\$4,130	\$4,250
University Hall - Singles	40	\$8,500	\$8,750
University Hall - Doubles	<u>362</u>	\$7,360	\$7,570
<b><i>SUBTOTAL - CAMPUS</i></b>	<b>815</b>		

Massachusetts State College Building Authority

Schedule 4: Residence Halls Room Rents - FY17 Actual, FY18 Proposed

	FY18 Planned Design Occupancy	FY17 Actual Rent	FY18 Proposed Rent
<b><u>Worcester State</u></b>	<b>1,577</b>		
Chandler Village - RA's	12	\$7,885	\$8,046
Chandler Village - Singles	212	\$8,185	\$8,346
Chandler Village - Doubles	196	\$7,785	\$7,946
Dowden - RA's	8	\$7,885	\$8,046
Dowden - Singles	5	\$7,885	\$8,046
Dowden - Doubles	<u>223</u>	\$7,485	\$7,646
<i>SUBTOTAL - SYSTEM</i>	<i>656</i>		
Dowden Hall Expansion - RA's	5	\$7,885	\$8,046
Dowden Hall Expansion - Singles	10	\$7,885	\$8,046
Dowden Hall Expansion - Doubles	158	\$7,485	\$7,646
Wasylean Hall - RA's	10	\$7,885	\$8,046
Wasylean Hall - Singles	122	\$8,585	\$8,746
Wasylean Hall - Doubles	216	\$8,185	\$8,346
Sheehan Hall - RA's	12	\$7,885	\$8,046
Sheehan Hall - Singles	36	\$8,405	\$8,566
Sheehan Hall - Doubles	<u>352</u>	\$8,005	\$8,166
<i>SUBTOTAL - CAMPUS</i>	<i>921</i>		
Total System Beds	10,250		
Total Campus Beds	<u>6,700</u>		
<b>Total Design Occupancy</b>	<b>16,950</b>		

**Massachusetts State College Building Authority**  
**Schedule 5: Non-Residential Project Assessments - FY18**

Total assessment for non-residential Authority projects in fiscal year 2018. Non-Residential project assessments are primarily for debt service. Contributions for capital reserves and insurance are also assessed where applicable.

**Bridgewater State**

<b>Project</b>	<b>Bond Issuance</b>	<b>Ownership</b>	<b>Total Assessment</b>
East Campus Dining	2003B	MSCBA	\$624,826
Surface Parking	2006A	University	88,741
Swenson Athletic Facility	2009B	University	-
Swenson Athletic Facility	2009C	University	351,568
Parking Garage	2010A	MSCBA	83,662
Parking Garage	2010B	MSCBA	419,020
Rondileau Campus Center	2012C	University	340,004
Welcome Center	2012C	University	267,146
			<b>\$2,174,967</b>

**Fitchburg State**

<b>Project</b>	<b>Bond Issuance</b>	<b>Ownership</b>	<b>Total Assessment</b>
Athletic Fields	2005A	University	\$291,042
Holmes Dining	2005A	University	80,837
Holmes Dining	2006A	University	145,019
Hammond Campus Center	2010A	University	245,637
Hammond Campus Center	2010B	University	374,041
Hammond Campus Center	2012A	University	510,050
Hammond Campus Center	2012C	University	745,225
Parking	2012C	University	170,788
Hammond Campus Center	2014A	University	916,500
Hammond Campus Center	2014B	University	761,850
			<b>\$4,240,989</b>

**Framingham State**

<b>Project</b>	<b>Bond Issuance</b>	<b>Ownership</b>	<b>Total Assessment</b>
Union Ave Parking	2003B	MSCBA	\$225,856
Parking/Athletic	2003A	University	131,842
McCarthy Campus Center	2005A	University	565,979
McCarthy Campus Center	2006A	University	109,872
McCarthy Campus Center	2008A	University	64,362
Parking Garage	2009A	University	507,018
Hemenway Science Ctr	2010B	University	403,724
Crocker Hall	2010B	University	-
Parking	2012C	MSCBA	745,125
McCarthy Campus Center	2012C	University	163,488
Hemenway Science Ctr	2012C	University	137,875
Maple St. Athletic	2014A	University	264,500
Mayhew/Parking	2014A	MSCBA	120,000
Salem End/Parking	2014C	MSCBA	25,000
Maple St. Athletic	2014C	University	56,750
Wayte St. Property	2015A	MSCBA	226,167
860 Worcester Road	2015A	MSCBA	106,237
Warren Conference Center	2015A	MSCBA	106,237
			<b>\$3,960,032</b>

**Massachusetts State College Building Authority**  
**Schedule 5: Non-Residential Project Assessments - FY18**

**Mass College of Art & Design**

<b>Project</b>	<b>Bond Issuance</b>	<b>Ownership</b>	<b>Total Assessment</b>
Kennedy Campus Center	2003B	University	\$124,413
Kennedy Campus Center	2009A	University	835,786
Tower Building	2012A	University	220,000
Center for Design + Media	2014A	University	401,000
Center for Design + Media	2014B	University	170,030
Center for Design + Media (DCAMM)	2014B	University	437,220
			<b>\$2,188,449</b>

**Mass College of Liberal Arts**

<b>Project</b>	<b>Bond Issuance</b>	<b>Ownership</b>	<b>Total Assessment</b>
Tennis	2006A	University	\$13,614
Amsler Campus Center	2009B	University	-
Amsler Campus Center	2009C	University	77,345
Athletic Facilities	2012C	University	56,163
Theater	2012C	University	15,325
Parking	2012C	University	16,438
Student Activity Facilities	2015A	University	86,176
			<b>\$265,061</b>

**Mass Maritime Academy**

<b>Project</b>	<b>Bond Issuance</b>	<b>Ownership</b>	<b>Total Assessment</b>
Marine Dock	2012C	University	\$336,850
Admirals' Hall	2012C	University	204,013
Wastewater Treatment Plant	2012C	University	89,325
Mess Deck Expansion	2014A	University	479,000
			<b>\$1,109,188</b>

**Salem State**

<b>Project</b>	<b>Bond Issuance</b>	<b>Ownership</b>	<b>Total Assessment</b>
Central Campus Parking	2004A	University	\$147,788
O'Keefe Athletic Field	2005A	University	236,857
Baseball/Tennis	2006A	University	247,790
Marsh Hall Dining	2009A	MSCBA	261,246
O'Keefe Fitness Center	2012A	University	1,047,050
Property Acquisition	2014A	University	66,525
Mainstage Auditorium	2014A	University	1,114,250
Canal St. Parking	2014A	University	153,000
Public Safety Relocation	2014A	University	164,750
One Stop Renovation	2014A	University	161,000
Viking Hall Public Space	2014A	MSCBA	180,950
Viking Hall A/C	2014A	MSCBA	80,000
Parking Structure	2014B	MSCBA	1,470,300
			<b>5,331,506</b>

**Westfield State**

<b>Project</b>	<b>Bond Issuance</b>	<b>Ownership</b>	<b>Total Assessment</b>
Tim & Jeanne Dining	2010A	University	\$68,676
Tim & Jeanne Dining	2010B	University	104,576
Ely Wellness Center	2012A	University	655,100
Science Center	2014B	University	676,750
Juniper Park	2014B	University	58,700
			<b>\$1,563,802</b>

**Massachusetts State College Building Authority**  
**Schedule 5: Non-Residential Project Assessments - FY18**

**Worcester State**

<b>Project</b>	<b>Bond Issuance</b>	<b>Ownership</b>	<b>Total Assessment</b>
Parking Garage	2006A	MSCBA	\$619,807
Athletic Facility	2012C	University	790,050
Sheehan Dining Hall	2012C	University	288,870
			<u>\$1,698,727</u>
	<b>Total Non-Residential Assessments</b>		<u><u>\$22,532,720</u></u>



**MASSACHUSETTS STATE COLLEGE BUILDING AUTHORITY**

**RESIDENCE HALL POLICIES**

**FISCAL YEAR 2018**

1. That the Contract for Financial Assistance, Management and Services, dated February 1, 2003, as amended, is made between The Commonwealth of Massachusetts (the "Commonwealth"), acting by and through the Board of Higher Education (the "Board") established under Chapter 15A of the General Laws of the Commonwealth, and the Massachusetts State College Building Authority (the "Authority"), a body politic and corporate and public instrumentality of the Commonwealth established under Chapter 703 of the Acts of 1963 of the Commonwealth (as amended, the "Act"), which contract governs the financial relationship between the Authority and the Universities.
2. That rent revenues must be sufficient to pay: the cost of maintaining, repairing and operating Authority projects; the principal of and interest on bonds issued to finance or refinance such projects; the current operating and administrative expenses of the Authority; and to create and fund reserves for these purposes. Further, consistent with the foregoing requirements, there should be a reasonable uniformity in charges for like accommodations.
3. That the Universities shall remit payments to the trustee as assessed by the Authority in the fall and spring of each year, as required by the Trust Agreements.
4. That residence hall occupancy agreements issued in the fall semester normally shall be written for an entire academic year. The MSCBA shall be given the opportunity to participate in the review of waivers requested by students who intend to remain enrolled at the institution.
5. That assessments for System projects shall be no less than the calculation produced from an equal distribution of occupancy across System and Campus beds.
6. That those universities with building occupancies of over 100% of design occupancy verify conformance with the applicable building code relative to life safety and sanitation requirements and make any necessary adjustments to either the building or number of residents. The MSCBA will assist with architectural and code consultants when requested.
7. That the maximum assessment made by the Authority of the Universities be no more than 100% of total residence hall design occupancy at each University. That the minimum assessment for System beds be no less than 87% of design occupancy for System projects at that University.
8. That rent rates shall be adjusted in instances where actual occupancy differs from the design occupancy of a certain room. For example, there shall be a premium rent charged when one student occupies a double room (except in cases of medical accommodations); Similarly, there shall be a discount to the normal rent when there is an increase in the occupancy of a room (such as three students assigned to a double room).

9. That rent increases on existing beds to support future debt service costs for a new capacity or renovation project shall be limited to the residence halls at the University where the project is located.
10. That any changes in use, treatment, or configuration of residence hall space must be reviewed with the Authority. In the event that a University converts residence hall space to other uses, the number of beds converted to other uses shall reduce the design occupancy. Payments in lieu of student occupancy must be from sources other than room rent and sufficient to cover MSCBA system-wide costs reasonably allocated to the building.
11. That the MSCBA recommends that the nine state universities adopt and publish written policies regarding restrictions on student-owned furniture, microwave ovens, refrigerators, and other electrical appliances/equipment.
12. That the Authority shall be notified in a timely manner of incidents in its facilities that may result in a property or liability insurance claim.
13. That the campuses understand and acknowledge that the attached "Massachusetts State College Building Authority Residence Hall Preventive Maintenance Guide" shall be used as a guide in the performance of routine corrective and preventive maintenance, as funded by the residence hall operating budget (Schedule 3).
14. That any changes in personnel shall be reviewed by the MSCBA, with the exception of backfilling positions within the same fiscal year of their vacancy.
15. That the Universities develop a methodology to determine the proper allocation utility expenses charged to the Residence Hall Trust Fund, and that the methodology is reviewed during the Annual Rent Schedule process.

**MASSACHUSETTS STATE COLLEGE BUILDING AUTHORITY**  
**RESIDENCE HALL PREVENTIVE MAINTENANCE GUIDE**

*The following guide is a suggested approach in addressing the process and procedures associated with maintaining and improving the operational efficiency of MEP systems.*

A well-executed PM program is at the core of achieving:

- Sustainable operational efficiencies
- Equipment life cycle expectancy
- Improved comfort of the building's occupants
- Reduced disruptions from preventable equipment or system failures
- Reduced energy costs
- An accurate database which is always current and will provide all stakeholders a historical record of achievement

As with most guides, the following recommendations are not all inclusive and each facility may need to modify or customize these tasks. We have purposely not included those systems and equipment which would be considered regulatory, non-discretionary or life safety systems such as: fire alarm, elevator, sprinkler, etc.

Finally, we recognize that certain skill sets are required for even the most basic types of PM tasks and it is important to ensure that every individual performing any task is properly trained and is equipped with the right tools to carry out the identified task. All too often an assumption is made that every employee is capable of performing a PM task but unfortunately, has never been properly shown how to actually do the job correctly. Ensure every individual is properly trained.

**Daily:**

- Check the BAS frontend for any building systems that are in alarm or may have been manually overridden. This should be checked first thing in the morning and also before leaving for the day. Document all findings.
- Perform a quick walk-through of all mechanical spaces looking for anything that may appear problematic. Document all findings.
- Note and log all pump pressures and system temperatures which can be used to help identify system problems. Replace all thermometers and pressure gauges that are broken. Make sure the right pressure or temperature range unit is installed. Document all findings.
- While performing daily tasks, observe the ceiling diffusers and return grills throughout the dormitories looking at the color of the immediate area of the duct outlet. If it's dirty then the filters are probably bad and the air handler coil needs to be cleaned. Document all findings.

**Weekly:**

- Inspect air compressors and receivers. Check oil levels and drains. Document all findings.
- Conduct a thorough walk-through and inspect all mechanical and HVAC equipment including roof area. Document all findings.

- Test and run emergency generator and check battery electrolyte level. Make sure coolant level and oil level are also checked. Document all findings.

**Monthly:**

- Make sure all pumps and equipment are rotated. Equipment that was in service should now be taken off line. Listen and check to make sure rotated equipment is functioning correctly. Some campuses have the equipment cycled automatically but they should all be checked and verified that the change-over occurred. Document all findings.
- Although some facilities leave the off line pumps and systems lined up to run, all valves on both the suction and discharge side of every pump should be opened and closed to cycle the valve ensuring the valve operates freely. Document all findings.
- Verify that any water chemistry additives are being maintained for all hot and chill water systems and that glycol levels are at the required specification. Document all findings.

**Air Handlers:** Document all findings

Monthly

- Inspect checking for proper operation.
- Check filters and replace as needed.
- Check controls.

Annually

- Check all dampers and controls.
- Inspect coils (heating and cooling). Clean as necessary.
- Inspect cabinet and plenum box. Clean as necessary.
- Inspect fan belts and tension. If belt needs to be changed, then change out the entire set and not just one belt.
- Lubricate all bearings.
- Lubricate all damper linkages
- Verify fresh air inlet screen is not blocked
- Inspect motor controller and wiring
- Check all doors and access panels
- Clean drain pan and make sure drain is free and clear (sanitize if necessary)
- Verify unit operates correctly after servicing

**Chillers:** Document all findings (chiller repairs and or service is typically outsourced)

Monthly

- Inspect system checking for proper operation
- Check compressor oil level
- Verify water treatment and glycol levels are correct
- Check chill water pump operation is satisfactory
- Check pump coupling
- Lubricate as necessary

Annually

- Inspect chiller condenser tubes and clean
- Have approved contractor perform system start-up and shut-down

- Have superheat checked for proper refrigerant charge

**Cooling Towers:** Document all findings

Monthly

- Inspect for proper operation
- Verify spray nozzles are not plugged
- Verify water treatment is at proper specifications
- Inspect sump for cleanliness
- Check condenser water pumps and couplings
- Lubricate as necessary

Annually

- Drain sump and clean
- Wash down media
- Check cooling tower fan motor
- Check and replace fan belts as needed
- Lubricate all shaft bearings
- Check float linkage assembly

**DX (Direct Expansion) Units:** Document all findings

Monthly

- Inspect condenser and evaporator for proper operation
- Check insulation on line set
- Make sure condenser coil is clear of grass clippings etc.
- Check damper operation
- Lubricate louver linkages
- Inspect ductwork and insulation

Annually

- Clean condenser coil (make sure a fin comb is used when straightening out damaged fins)
- Inspect and clean evaporator coil if needed
- Inspect motor controls and wiring
- Verify superheat or subcool temperatures are correct indicating proper refrigerant charge
- Check all controls
- Check dampers operation
- Lubricate bearings
- Check and replace fan belts as needed
- After servicing unit, check for proper operation
- On units with natural gas fired heaters, verify combustion chamber is in good condition with no cracks

**Hot Water Heating Boilers:** Document all findings

Monthly

- Inspect for proper operation
- Blow down boiler
- Check and test safety controls
- Observe boiler flame and check for proper operation
- Verify water treatment is at specification
- Check all temperatures and pressures

Annually

- Drain and flush clean waterside
- Inspect firebox
- Clean tubes as necessary
- Prepare boiler for annual inspection (if needed).
- Inspect and lubricate fan motor
- Lubricate all linkages
- Operate and cycle all valves
- Check all electrical connections
- Check all pump couplings
- Lubricate pump motors as needed
- Check pump seals
- Check combustion efficiency

**Domestic Hot Water Boilers:** Document all findings

Monthly

- Inspect for proper operation
- Check discharge temperature
- Check mixing valve
- Check circulating pump

Annually

- Drain sediment off the bottom of tank
- Cycle all valves on tank assembly
- Verify all supply valves are operational and backflow preventers have been serviced

**Building Automation System (BAS):** Document all findings

Monthly

- Check alarm report history and identify units or systems that frequently go in and out of alarm. Print out monthly report and put into a BAS binder.
- Write down any system problems that occur
- On air operated controls, check for air leaks and repair as necessary

- Check building space set points during occupied and unoccupied times

#### Annually

- Verify all sensors are reading accurately
- Verify all controls are functioning
- Have controls provider look at alarm history and correct obvious programming problems
- On all air operated controls, verify proper operation
- Stroke all actuators and verify damper operation. Quite often, the “U” bolt is slipping on the shaft and the damper doesn’t move.
- Check time of day schedule and make sure it’s accurate

#### **Student Room Fan Coil Units:** Document all findings

Biannually (2X’s/yr when students are on vacation. Start at top floor and work way down)

- Open FCU cover and observe condition of coil element, drain pan, water valves, blower motor and wall board
- Vacuum entire coil assembly being careful not to damage coil fins
- Use a coil brush to clean loose dirt from face of coil
- Vacuum the rest of the unit and remove any debris
- Vacuum the drain pan and suck out any excess debris or material from pan and especially drain pipe connection
- Use a solution of self-rinsing coil cleaner, READ DIRECTIONS ON SOLUTION CLEANER for proper mix ratio (some can be used straight from jug) and spray liberally onto coil face. If coil is excessively dirty, two applications may be needed. AGAIN READ DIRECTIONS
- Apply a biocide and mildewcide to the pan area. They also sell pan tablets that can be inserted into the pan and left there once cleaned
- Flush pan and ensure the drain is free and clear and the water flows freely down the drain. IT IS IMPORTANT TO DETERMINE THAT WATER WILL NOT REMAIN IN PAN AND WILL FLOW DOWN THE DRAIN
- If any of the surrounding sheetrock, wallboard or carpet area show evidence of mold or has a musty odor, they must be either removed or properly treated. Typically, sheetrock needs to be replaced
- After cleaning, turn unit on, listen and observe the blower motor and that air flow is discharging through cleaned coil face
- Replace cover and proceed to next unit

#### **Cabinet Heaters, Fan Powered Terminal Boxes:** Document all findings

#### Monthly

- Verify units are operational
- Verify air movement

#### Annually

- Vacuum all coil and element faces
- Clean coils and elements as needed
- Check controls

**Exhaust Fans:** Document all findings

Monthly

- Verify all exhaust fans are functioning properly (simply tear off a single sheet of toilet paper and place over exhaust duct grill face. If the paper cannot stay in place and falls, then the system should be checked out) An exhaust duct grill face will typically appear to look dirtier than the fresh air supply duct grill.

Annually

- Inspect fan assembly for proper operation
- Check controls
- Change fan belts as needed
- Lubricate all bearings

**Fin Tube Radiation:** Document all findings

Monthly

- Verify units are operational and provide heat. Make sure furniture or drapes are not blocking fin tube
- Ensure that units are properly supported and not damaged

Annually

- Vacuum all heating elements
- Verify zone control valves (manual and automatic) are operational
- Verify all stand-alone self-contained T-stats are functioning

**Emergency Lights:** Document all findings

Monthly

- Walk throughout the dormitory checking all common areas, corridors, stair wells, etc. and observing the emergency lighting fixture illumination status. Repair/replace as needed

Annually

- Verify satisfactory operation of all emergency lights
- Inspect all battery powered emergency lighting circuits and conduct load test
- Replace batteries as needed

**Electrical Distribution System:** Document all findings

Only qualified individuals should perform the following tasks.

Annually

- Inspect all panelboards, subpanels, and main distribution switchgear to ensure all doors, locking mechanisms and hardware are in place and operational



- Make sure all knockouts and removed breakers have protective covers in place and live parts are not exposed and have covers
- Perform infrared testing on the electrical gear. Testing should be conducted while circuits are under load and the covers removed. Some organizations refer to infrared testing as a form of Predictive Maintenance. We believe this type of work can be included and considered as a component of Preventative Maintenance as well. We recommend infrared testing be performed every three years
- Verify that all circuits and breakers are properly labeled with load location and do not simply have a “lights or receptacle” designation but an actual room location

**Emergency Diesel Generator or Standby Diesel Generator:** Document all findings

Weekly

- Verify the diesel generator has been started and unit is left in automatic mode

Quarterly

- Verify diesel generator transfer switch operates on simulated power outage and operates under load

Biannually / Annually

- Ensure outside service provider conducts thorough PM inspection as per service contract

**Lawn Irrigation Systems:** Document all findings (If a sub-meter is used, make sure a reading is obtained)

Weekly

- Verify the sprinkler heads are operational
- Verify the rotational arc is correct for the area to be irrigated
- Verify the time of day clock is functioning
- Verify the irrigation duration period is correct

Spring

- At system start-up, ensure that all supply lines and branch circuits have not been damaged during the winter months (burst or broken)
- Verify all heads are operational
- Check operation of all isolation and zone valves
- Verify time clock is programmed correctly
- Monitor one cycle of watering

Fall

- When winterizing, shut all water supply lines and open all drains in the system
- Use compressed air to blow out all branch lines and heads
- Cycle zone valves at master and watch air blow out at each zone head
- Get water sub-meter final reading

**The Following General Housekeeping and Light Maintenance Activities have been added to this PM Guide to remind all facilities personnel of the importance of addressing all areas in campus buildings in a timely manner.**

**Common Areas:** Document all findings

Daily

- Clean / mop / vacuum common area floors and hallways
- Clean and disinfect common area bathrooms
- Sweep building entrances and walkways (as needed)
- Collect and empty trash containers
- Replace or report broken light bulbs
- Remove / clear ice and snow from walkways and building entrances (as needed)
- Report any and all items that require repairs or maintenance
- Report any unusual noises coming from mechanical rooms

Biannually or during semester break

- Inspect all student room bathrooms for leaks on faucets, showers or toilets. Report all deficiencies
- Inspect condition of all student room furniture and window treatments. Report all deficiencies
- Inspect all common area appliances. Report all deficiencies
- Check all door hardware and door operating mechanisms. Report all deficiencies

Annually

- Vacuum all heating fin tube radiation elements in student rooms and common areas
- Inspect student rooms walls and ceilings. Report all deficiencies, (paint and repair as needed)
- Inspect and test all operable windows in student rooms and common areas. Report all deficiencies
- Replace all batteries in all electronic devices; CO detectors, plumbing fixtures, etc. (document)
- Report all damaged equipment and furniture
- Report on all inoperable lighting fixtures and systems

**Outside Service Providers: (typical)**

**The following list of building equipment is usually performed by a 3<sup>rd</sup> party because of either regulatory requirements or specialized skill sets of the provider. This list is NOT all inclusive or complete.**

1. Portable Fire Fighting Extinguishers
2. Fire Alarm Systems
3. Fire Sprinkler Pumps and Systems
4. Emergency Generators
5. Major Mechanical Equipment (chillers, boilers, pumps & water chemistry)
6. Elevator Systems

7. Dumpster and Trash removal
8. Laundry Equipment
9. Vending Machines
10. Rodent and Pest Control
11. Snow Removal
12. Safety and Security
13. Locksmith