

BOARD OF HIGHER EDUCATION

REQUEST FOR COMMITTEE AND BOARD ACTION

COMMITTEE: Fiscal Affairs and Administrative Policy **NO.:** FAAP 20-12

COMMITTEE DATE: January 28, 2020

BOARD DATE: February 4, 2020

**FISCAL YEAR 2021 RENT SCHEDULE AND OPERATING BUDGETS
MASSACHUSETTS STATE COLLEGE BUILDING AUTHORITY**

MOVED: The Board of Higher Education hereby approves the attached Fiscal Year 2021 Schedule of Proposed Rents and Operating Budget for the Authority and State University Residence Hall, effective July 1, 2020, provided that any increase in the rent schedule shall be subject to the approval of the Board of Higher Education

VOTED: Motion adopted by FAAP 1/28/2020; adopted by BHE 2/4/2020.

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: Thomas Simard, Deputy Commissioner for Administration & Finance

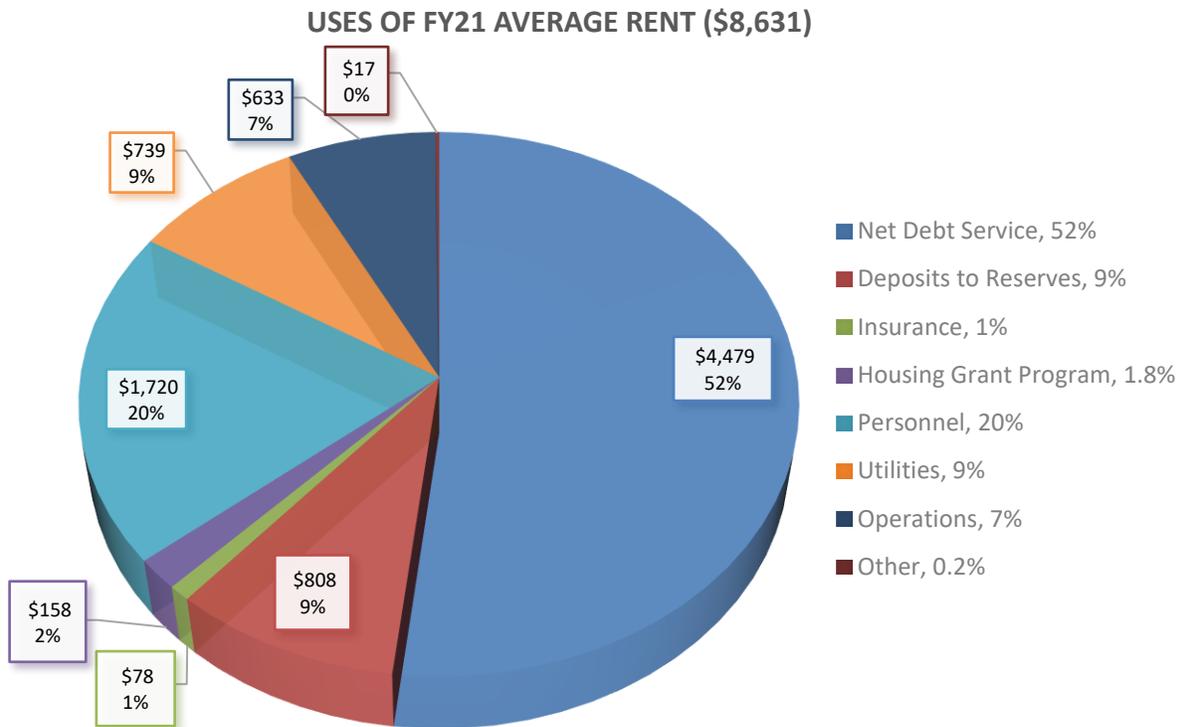
**FISCAL YEAR 2021
SCHEDULE OF PROPOSED RENTS AND OPERATING BUDGET
FOR THE AUTHORITY AND STATE UNIVERSITY RESIDENCE HALLS**

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 2021 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 2021 Rent Recommendations

Student rents fund costs of operating the residence halls (salaries, utilities, and repairs) as well as the Authority’s residence hall debt service, insurance premiums, deposits to capital improvement reserves, and Authority operating costs. The Authority receives no Commonwealth appropriations for these costs.

The recommended schedule of residence hall rents (Schedule 4) averages \$8,631 in FY2021. Note that these calculations do not include design occupancy rooms or rents for residence assistants. The following chart illustrates the uses of the average rent:



This rent recommendation represents a 3.1% increase over FY2020 actual average rent. The table below displays the recent history of average rent increases.

Average Rent Increase on Existing Beds

2004/2005	2006/2007	2008/2009	2010/2011	2012/2013	2014/2015	2016/2017	2018/2019	2019/2020	2020/2021
8.7%	6.2%	6.0%	3.5%	2.3%	2.1%	3.8%	3.2%	3.3%	3.1%

Schedules and Attachments

This Schedule of Proposed Rents and Operating Budget is supported by the following schedules.

Schedule 1: Authority Comprehensive Budget – This schedule shows sources of Authority held revenues derived from state university assessments and other sources and the uses of such sources, including the Authority's operations, debt service payments and deposits to reserves.

Schedule 2: Authority Operating Budget – This schedule, a subset of Schedule 1, shows the detail of the Authority's actual FY2018, FY2019, approved FY2020 and proposed FY2021 operating budget.

Schedule 3: Residence Hall Trust Fund Budget – This schedule is the consolidated residence hall operating budgets, including actual results for FY2019, approved budget for FY2020 and proposed FY2021 budget. Revenues are collected directly by the universities and consist primarily of student rents. Expenditures for residence halls operating expenses and other costs are paid directly by the universities. Schedule 3 includes expenditures for debt service and deposits to reserves that are assessed by and remitted to the Authority. The schedule also includes beginning and ending residence hall trust fund balances.

Schedule 4: Residence Halls Room Rents – This schedule shows the fall 2019 design occupancy for each residence hall room configuration, the FY2020 approved rents for each configuration and the proposed rents for FY2021.

Schedule 5: Non-Residential Project Assessments – This schedule shows the assessments for non-residential Authority projects. Non-residential projects are primarily assessed for debt service. Contributions for capital reserves and insurance premiums are also assessed where applicable.

Schedule 6: Residence Hall Occupancy Rates – This schedule shows the actual residence hall occupancy data for each of the nine state universities for the four most recent fiscal years.

In addition, there are two attachments.

Attachment 1: Residence Hall Policies, Fiscal Year 2021 includes the policy guidelines promulgated by the Authority for the benefit of the residence hall life functions of each state university.

Attachment 2: Residence Hall Preventive Maintenance Guide is the Authority's recommended approach to maintaining and improving the operational efficiency of the residence halls.

Massachusetts State College Building Authority

Schedule 1: Comprehensive Operating Budget - FY19 Actual, FY20 Updated, FY21 Proposed

Authority assessments and other Authority held revenues against Authority operations (Schedule 2), debt service and deposits to reserves (Schedules 3 and 5).

Revenues and expenditures/deposits to reserves for fiscal year 2021 are projected to be \$110.8 million and \$111.0 million, respectively, yielding a change of approximately \$205 thousand or 0.2% of revenues.

	FY19 Actual	FY20 Updated	FY21 Proposed	FY21/20 Variance (\$)	FY21/20 Variance (%)
REVENUES					
Assessment Revenues	113,838,664	115,336,263	115,192,081	(\$144,182)	(0.1%)
Residence - System Gross DS & Other	36,379,576	37,110,358	37,210,734	100,376	0.3%
Residence - Campus Gross DS & Other	50,925,861	51,718,338	51,629,932	(88,406)	(0.2%)
Non-Res Hall Gross DS & Other	26,533,227	26,507,567	26,351,415	(156,152)	(0.6%)
Debt Service Credits	(\$4,862,781)	(\$5,028,118)	(\$4,394,920)	\$633,198	(12.6%)
DSRF Interest Earnings	(2,282,211)	(1,982,895)	(1,896,869)	86,026	(4.3%)
Build America Bonds Subsidy (2019 rate)	(2,337,727)	(2,282,327)	(2,222,570)	59,756	(2.6%)
Capitalized Interest and Other	(242,844)	(762,897)	(275,481)	487,416	(63.9%)
NET REVENUES	\$108,975,883	\$110,308,145	\$110,797,161	\$489,016	0.4%
EXPENDITURES & DEPOSITS TO RESERVES					
Operating Expenses	\$3,196,222	\$3,269,644	\$3,297,721	\$28,077	0.9%
Authority Operating Budget (excl. Capital*)	2,005,093	2,039,147	2,042,614	3,467	0.2%
Property and Liability Insurance	1,191,129	1,230,497	1,255,107	24,610	2.0%
Net Debt Service & Deposits to Reserves	\$106,151,351	\$107,390,598	\$107,704,935	\$314,337	0.3%
Net Debt Service Due	96,062,438	96,634,280	96,690,135	55,855	0.1%
System Capital Improvement Reserve	6,000,000	6,303,750	6,461,344	157,594	2.5%
Campus Project Capital Reserve	2,688,912	3,052,568	3,153,457	100,888	3.3%
Multipurpose Reserve	400,000	400,000	400,000	-	0.0%
Supplemental Reserve	1,000,000	1,000,000	1,000,000	-	0.0%
TOTAL EXPENDITURES & DEPOSITS TO RESERVES	\$109,347,573	\$110,660,242	\$111,002,656	\$342,414	0.3%
Revenues Minus Expenditures & Reserves	(\$371,690)	(\$352,097)	(\$205,496)	\$146,602	
<i>Change/Revenues</i>	-0.34%	-0.32%	-0.19%		
<i>Debt Service/Expenditures & Reserves</i>	87.9%	87.3%	87.1%		
<i>*Management Fee Transfers for PM Salary & Expense</i>	\$671,773	\$688,010	\$653,879	(\$34,131)	(5.0%)

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Schedule 2: Authority Operating Budget FY19 Actual, FY20 Approved, FY21 Proposed

A subset of Schedule 1, detailing Authority salary and other operating expenditures.

In fiscal year 2021, the proposed Authority operating budget inclusive of capital funds, is \$2.7 million, a 1.1% decrease from the fiscal year 2020 approved budget.

	FY19 Actual	FY20 Approved	FY21 Proposed	FY21/20 Variance (\$)	FY21/20 Variance (%)
CATEGORY					
Authority Operating Salary	\$1,228,523	\$1,199,086	\$1,219,614	\$20,527	1.7%
Salary & Taxes	1,123,733	1,099,432	1,118,178	18,745	1.7%
Medical & Dental Insurance	70,155	74,654	73,436	(1,218)	(1.6%)
Retirement Health Insurance	34,635	25,000	28,000	3,000	12.0%
Consultants	\$216,517	\$184,480	\$180,500	(\$3,980)	(2.2%)
Consultant Services	46,046	30,000	33,500	3,500	11.7%
Contract Services	87,926	77,520	82,000	4,480	5.8%
Trustee Services	82,545	76,960	65,000	(11,960)	(15.5%)
Legal & Accounting	\$186,078	\$190,000	\$190,000	\$0	0.0%
Legal Services	63,421	80,000	80,000	0	0.0%
Accounting Services	122,657	110,000	110,000	0	0.0%
Occupancy Expense	\$224,920	\$333,046	\$300,000	(\$33,046)	(9.9%)
Rent & Utilities (including move)	224,920	333,046	300,000	(33,046)	(9.9%)
Authority Administrative Expense	\$149,055	\$132,535	\$152,500	\$19,965	15.1%
Authority Expense	67,996	49,475	66,000	16,525	33.4%
Software	32,898	27,000	27,000	0	0.0%
Office Supplies	5,739	8,000	6,000	(2,000)	(25.0%)
Printing & Publication Fees	3,236	10,500	3,500	(7,000)	(66.7%)
Telephone & Data Services	31,933	27,560	28,000	440	1.6%
Office Equipment (Comp/Furniture)	7,253	10,000	22,000	12,000	120.0%
TOTAL NON-CAPITAL OPERATING BUDGET	\$2,005,093	\$2,039,147	\$2,042,614	\$3,466	0.2%
CAPITAL FUNDED	\$671,773	\$688,010	\$653,879	(\$34,130)	(5.0%)
Salary & Taxes	620,380	627,772	614,844	(12,928)	(2.1%)
Medical & Dental Insurance	51,393	60,238	39,036	(21,202)	(35.2%)
TOTAL MSCBA BUDGET	\$2,676,866	\$2,727,157	\$2,696,493	(\$30,664)	(1.1%)
Year Over Year Variance	-0.71%	1.88%	-1.12%		

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Schedule 3: Aggregate Residence Halls Budget - FY19 Actual, FY20 Updated, FY21 Proposed

Consolidated residence hall annual 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 (Schedules 1 and 2).

Revenues for fiscal year 2021 are projected to be \$136.2 million and total expenditures at \$138.3 million, yielding an ending fund balance of \$18.3 million. The ending Residence Hall Trust Fund balance is projected to be 13.5% of prior year expenditures.

	FY19 Actual (\$)	FY20 Update (\$)	FY21 Proposed (\$)	FY21/20 Variance (\$)	FY21/20 Variance (%)
OPENING FUND BALANCE a/o JULY 1 (RHTF)	\$23,098,815	\$22,123,972	\$20,503,368	(\$1,620,603)	(2.1%)
REVENUES					
Academic Year Revenue	123,333,401	126,037,092	127,798,509	1,761,417	1.4%
Summer Rental and Conference	2,318,389	2,466,341	2,488,091	21,750	0.9%
University Support	1,664,408	2,315,987	2,624,757	308,770	13.3%
Other Income*	2,990,289	3,294,718	3,295,876	1,158	0.0%
TOTAL REVENUES	\$130,306,487	\$134,114,137	\$136,207,233	\$2,093,095	2%
EXPENDITURES					
Building Expenses	\$44,014,564	\$46,800,469	\$49,547,873	\$2,747,404	6%
Salary & Benefits	23,959,039	26,030,834	27,561,364	1,530,530	5.9%
Operations & Maintenance	8,175,954	8,701,307	9,050,960	349,653	4.0%
Energy/Sewer & Water	10,912,392	11,027,147	11,840,773	813,626	7.4%
Administrative & Technology	967,179	1,041,181	1,094,777	53,596	5.1%
MSCBA Residence Hall Assessments	84,110,307	85,859,329	85,995,771	\$136,442	0.2%
Pooled System Assessment	17,797,218	18,136,696	18,319,709	183,013	1.0%
System Repair Assessment	18,582,358	18,973,662	18,891,024	(82,637)	(0.4%)
Campus Assessment	50,925,861	51,718,338	51,629,932	(88,406)	(0.2%)
Debt Service Reserves & BABS	(3,195,130)	(2,969,367)	(2,844,895)	124,472	(4.2%)
Other Costs	\$3,156,460	\$3,074,943	\$2,804,535	(\$270,408)	(8.8%)
Housing Grant Program	2,375,938	2,429,943	2,539,535	109,592	4.5%
Other Disbursements	780,522	645,000	265,000	(380,000)	(58.9%)
TOTAL EXPENDITURES	\$131,281,331	\$135,734,741	\$138,348,179	\$2,613,438	1.9%
Change in Net Position	(\$974,844)	(\$1,620,603)	(\$2,140,947)	(\$520,343)	32.1%
ENDING FUND BALANCE a/o June 30 (RHTF)	\$22,123,972	\$20,503,368	\$18,362,421	(\$2,140,947)	(10.4%)
<i>Fund Balance / Prior Year Expenditures</i>	16.8%	15.6%	13.5%		
DESIGN OCCUPANCY TOTAL	16,922	16,939	16,939	-	0.0%
System Beds (built prior to CY 2000)	10,236	10,224	10,224	-	0.0%
Campus Beds (built in or after CY 2000)	6,686	6,715	6,715	-	0.0%

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Schedule 4: Residence Halls Room Rents - FY20 Actual, FY21 Proposed

Certified Fall 2019 design occupancy and proposed rents for fiscal year 2021 for both "system" and "campus" beds.

	Fall 2019 Design Occupancy	FY20 Approved Rent (\$)	FY21 Proposed Rent (\$)
<u>Bridgewater State*</u>	<u>3,294</u>		
Great Hill - RA	3	-	
Great Hill - <i>Singles</i>	195	9,425	9,604
Miles-Dinardo - RA	12	7,948	
<i>Miles-Dinardo - Medical Singles</i>	5		8,422
Miles-Dinardo - Standard Singles	8		8,831
Miles-Dinardo - Doubles	375	8,265	8,422
Pope - RA	9	7,948	
<i>Pope - Medical Singles</i>	3		8,099
Pope - Standard Singles	2		8,553
Pope - Doubles	172	7,948	8,099
Scott - RA	8	7,948	
<i>Scott - Medical Singles</i>	1		8,099
Scott - Standard Singles	2		8,553
Scott - Doubles	141	7,948	8,099
Shea/Durgin - RA	20	7,948	
Shea/Durgin - Standard Singles	2		8,554
Shea/Durgin - Doubles	628	7,948	8,100
Woodward - RA	6	7,948	
<i>Woodward - Medical Singles</i>			8,100
Woodward - Doubles	225	7,948	8,100
<i>SUBTOTAL - SYSTEM</i>	<u>1,817</u>		
Stonehouse (East) Hall - RA	7		
<i>Stonehouse (East) Hall - Medical Singles</i>	9		8,610
Stonehouse (East) Hall - Standard Singles	148	9,368	9,560
Stonehouse (East) Hall - Doubles	136	8,452	8,610
Crimson Hall - RA	7	7,948	
<i>Crimson Hall - Medical Singles</i>	3		8,690
Crimson Hall - Standard Singles	90	9,584	9,770
Crimson Hall - Doubles	308	8,531	8,690
Pope & Scott Addition	269	7,948	8,099
Weygand Hall - RA	12	7,948	
<i>Weygand Hall - Medical Singles</i>	7		8,950
Weygand Hall - Standard Singles	89	9,584	10,024
Weygand Hall - Doubles	392	8,788	8,950
<i>SUBTOTAL - CAMPUS</i>	<u>1,477</u>		

*Residence Assistant income not included in revenue calculations

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Schedule 4: Residence Halls Room Rents - FY20 Actual, FY21 Proposed

	Fall 2019 Design Occupancy	FY20 Approved Rent (\$)	FY21 Proposed Rent (\$)
Fitchburg State*	1,706		
Apartment - RA	3		
Apartment - Singles	186	9,034	9,350
Aubuchon Suites - RA	10		
Aubuchon Suites - Singles	0	8,247	8,000
Aubuchon Suites - Doubles	315	7,024	7,270
Herlihy - RA	4		
Herlihy - Singles	3	7,823	8,097
Herlihy - Doubles	114	6,600	6,600
Herlihy - Triples	24	6,600	6,600
Herlihy - Designed Premium Singles	1	8,238	8,526
Herlihy - Premium Singles	8	6,600	8,526
Mara - RA	9		
Mara - Singles	3	8,247	8,536
Mara - Doubles	316	7,024	7,270
<i>Mara - Premium Single</i>	0		8,000
Russell - RA	12		
Russell - Singles	26	8,146	8,097
<i>Russell - Single Suites</i>	0		8,536
<i>Russell - Designed Premium Single w/ Bath</i>	0		8,536
Russell - Doubles	354	6,923	6,600
<i>Russell - Double Suites</i>	0		7,270
Russell - Triples	54	6,923	6,600
<i>Russell - Triple Suites</i>	0		7,270
SUBTOTAL - SYSTEM	1,442		
Cedar Street House - RA	1		
Cedar Street House - Singles	27	8,531	8,850
Mara Village Expansion - RA	2		
Mara Village Expansion - Singles	2	8,247	8,960
Mara Village Expansion - Doubles	100	7,024	7,700
Mara Village Expansion - Premium Singles	0		9,580
Simonds Hall - Singles	132	9,034	9,446
<i>Simonds Hall - Designed Premium Single</i>	0		10,000
SUBTOTAL - CAMPUS	264		

*Residence Assistant income not included in revenue calculations

Massachusetts State College Building Authority
Schedule 4: Residence Halls Room Rents - FY20 Actual, FY21 Proposed

	Fall 2019 Design Occupancy <u>1,972</u>	FY20 Approved Rent (\$)	FY21 Proposed Rent (\$)
Framingham State*			
Corinne - RA	16		
<i>Corinne - Singles</i>	32		\$8,590
<i>Corinne - Doubles as Singles</i>	34		\$11,040
Corinne - Doubles	422	7,840	8,040
Horace Mann - RA	3		
<i>Horace Mann - Singles</i>	102		8,590
<i>Horace Mann - Doubles as Singles</i>			11,040
<i>Horace Mann - Jr. Suites</i>	8		8,540
<i>Horace Mann - Jr. Suite Singles</i>			9,090
<i>Horace Mann - Jr. Suite Double as Singles</i>			11,540
Horace Mann - Doubles	6	7,840	8,040
Larned - RA	10		
Larned - Doubles as Singles			11,040
Larned - Doubles/Triples/Quads	352	7,840	8,040
Linsley- Traditional RA	5		
<i>Linsley - Singles</i>	2		9,090
Linsley - Traditional Doubles	70	7,840	8,540
<i>Linsley - Traditional Doubles as Singles</i>			11,540
<i>Linsley - Suites Doubles as Singles</i>			12,540
Linsley - Suites Doubles	80	8,840	9,540
Peirce - RA	3		
<i>Peirce - Singles</i>	87		8,590
<i>Peirce - Doubles as Singles</i>			11,040
Peirce - Doubles	14	7,840	8,040
SUBTOTAL - SYSTEM	<u><u>1,246</u></u>		
Mary Miles Bibb Hall - RA	10		
Mary Miles Bibb Hall - Singles	16	10,440	10,640
<i>Mary Miles Bibb Hall - Suite Singles</i>			10,640
<i>Mary Miles Bibb Hall - Suite Doubles</i>	184		10,640
<i>Mary Miles Bibb Hall - Suite Doubles as Singles</i>			13,640
<i>Mary Miles Bibb Hall - Suite Conjoined Doubles as Singles</i>			12,640
<i>Mary Miles Bibb Hall - Conjoined Doubles</i>	200	9,440	9,640
West Hall - RA	9		
West Hall - Singles	35	10,440	10,640
West Hall - Doubles as Singles			12,640
West Hall - Doubles	272	9,440	9,640
SUBTOTAL - CAMPUS	<u><u>726</u></u>		

*Residence Assistant income not included in revenue calculations

Massachusetts State College Building Authority
Schedule 4: Residence Halls Room Rents - FY20 Actual, FY21 Proposed

	Fall 2019 Design Occupancy 919	FY20 Approved Rent (\$)	FY21 Proposed Rent (\$)
<u>Mass College of Art & Design</u>			
Smith - RA	4		
Smith - Singles	8	10,642	11,284
<i>Smith - Singles as Doubles</i>			9,360
Smith - Doubles	96	9,358	9,922
<i>Smith - Doubles as Triples</i>			8,944
Smith - Kitchen Singles	2	10,880	11,536
Smith - Kitchen Doubles	6	10,156	10,768
<i>Smith - Kitchen Doubles as Triples</i>	0		9,922
<i>SUBTOTAL - SYSTEM</i>	116		
Artists' Residence - RA	8		
Artists' Residence - Singles	166	13,325	13,860
<i>Artists' Residence - Singles as Doubles</i>	0		10,720
Artists' Residence - Doubles	136	11,897	12,370
<i>Artists' Residence - Doubles as Triples</i>	0		10,200
Treehouse - RA	10		
Treehouse - Singles	20	13,325	13,860
Treehouse - Doubles	200	11,897	12,370
Treehouse - Triples	60	9,806	10,200
Premium - Singles (contract - 2032)	21	13,378	13,777
Premium - Doubles (contract - 2032)	140	13,378	13,777
Premium - Triples (contract - 2032)	42	13,378	13,777
<i>SUBTOTAL - CAMPUS</i>	803		
<u>Mass College of Liberal Arts</u>			
Berkshire - RA	8		
Berkshire - Doubles	304	6,650	6,900
Flagg Townhouses - RA	8		
Flagg Townhouses - Doubles	460	6,850	7,100
Hoosac - RA	7		
Hoosac - Doubles	239	6,650	6,900
<u>Mass Maritime Academy</u>			
Companies 1-6	1,026		
	1,032	7,790	8,004
Companies 1-2 Expansion	168	7,790	8,004
Beachmoor	15		
Company 4 Build Over	196	7,790	8,004
<i>SUBTOTAL - CAMPUS</i>	379		

*Residence Assistant income not included in revenue calculations

Massachusetts State College Building Authority
Schedule 4: Residence Halls Room Rents - FY20 Actual, FY21 Proposed

	Fall 2019 Design Occupancy <u>2,282</u>	FY20 Approved Rent (\$)	FY21 Proposed Rent (\$)
<u>Salem State*</u>			
Bates - RA	8		
Bates - Singles	36	10,320	10,940
Bates - Premium Singles	0	11,320	12,000
Bates - Doubles	310	9,720	10,010
Bowditch - RA	9		
Bowditch - Academic Mentors	3	8,350	0
Bowditch - Premium Singles	0	9,350	9,910
Bowditch - Doubles	264	8,350	8,680
Peabody - RA	10		
Peabody - Academic Mentors	3	8,350	0
Peabody - Doubles	309	8,350	9,910
Peabody - Premium Singles	0	9,350	8,680
<i>SUBTOTAL - SYSTEM</i>	<u>952</u>		
Atlantic Hall - RA	10		
Atlantic Hall - Singles	164	11,820	12,530
Atlantic Hall - Doubles	278	10,590	10,910
Marsh Hall - RA	15		
Marsh Hall - Academic Mentors	5	9,470	0
Marsh Hall - Doubles	505	9,470	9,740
Viking Hall - RA	10		
Viking Hall - Academic Mentors	3	9,690	0
Viking Hall - Singles	8	10,320	10,940
Viking Hall - Doubles	282	9,690	9,970
Viking Hall - Double Suites	38	9,920	10,210
Viking Hall - Single Suites	12	10,550	11,180
<i>SUBTOTAL - CAMPUS</i>	<u>1,330</u>		
<u>Westfield State</u>			
Apartments - RA	6		
Apartments - Singles	90	9,430	10,000
Apartments - Deluxe Singles	6	10,500	0
Apartments - Doubles	168	8,490	9,200
Apartments - Triples	6	8,490	9,200
Courtney - RA	11		
Courtney - Premium Singles	5	8,610	9,400
Courtney - Doubles	356	6,480	6,800
Courtney - Triples	96	6,480	6,800
Courtney - Quads	0	6,480	6,800

*Residence Assistant income not included in revenue calculations

Massachusetts State College Building Authority
Schedule 4: Residence Halls Room Rents - FY20 Actual, FY21 Proposed

	Fall 2019 Design Occupancy	FY20 Approved Rent (\$)	FY21 Proposed Rent (\$)
<u>Westfield State</u>			
Davis - RA	8		
Davis - Medical Singles	8	7,430	6,800
Davis - Premium Singles	0	8,600	8,735
Davis - Doubles	244	6,480	6,800
Davis - Triples	0	6,480	6,800
Davis - Standard Quads	8	6,480	6,800
Dickinson - RA	8		
Dickinson - Medical Singles	7	7,430	6,800
Dickinson - Premium Singles	0	8,600	8,735
Dickinson - Doubles	243	6,480	6,800
Dickinson - Triples	0	6,480	6,800
Dickinson - Quads	0	6,480	6,800
Lammers - RA	8		
Lammers - Medical Singles	6	7,430	6,800
Lammers - Premium Singles	0	8,600	8,735
Lammers - Doubles	264	6,480	6,800
Lammers - Triples	33	6,480	6,800
Scanlon - RA	10		
Scanlon - Medical Singles	6	7,430	0
Scanlon - Doubles	66	6,480	0
Scanlon - Premium Doubles	0	7,430	0
Scanlon - Triples	240	6,480	0
Scanlon - Quads	34	6,480	0
	<u>1,937</u>		
<i>SUBTOTAL - SYSTEM</i>			
New Hall - RA	8		
New Hall - Singles	162	9,830	10,120
New Hall - Doubles	234	8,590	8,850
University Hall - RA	9		
University Hall - Singles	38	9,280	9,560
University Hall - Doubles	364	8,030	8,270
	<u>815</u>		
<i>SUBTOTAL - CAMPUS</i>			

*Residence Assistant income not included in revenue calculations

Massachusetts State College Building Authority

Schedule 4: Residence Halls Room Rents - FY20 Actual, FY21 Proposed

	Fall 2019 Design Occupancy	FY20 Approved Rent (\$)	FY21 Proposed Rent (\$)
Worcester State	1,577		
Chandler Village - RA	12		
Chandler Village - Singles	212	8,478	8,778
Chandler Village - Doubles	196	8,078	8,178
Dowden - RA	8		
Dowden - Singles	5	8,178	8,478
Dowden - Doubles	223	7,778	7,878
<i>SUBTOTAL - SYSTEM</i>	<i>656</i>		
Dowden Hall Expansion - RA	5		
Dowden Hall Expansion - Singles	10	8,178	8,478
Dowden Hall Expansion - Doubles	158	7,778	7,878
Wasylean Hall - RA	10		
Wasylean Hall - Singles	122	8,878	9,278
Wasylean Hall - Doubles	216	8,478	8,678
Sheehan Hall - RA	12		
Sheehan Hall - Singles	36	8,698	9,078
Sheehan Hall - Doubles	352	8,298	8,478
<i>SUBTOTAL - CAMPUS</i>	<i>921</i>		
Total System Beds	10,224		
Total Campus Beds	6,715		
Total Design Occupancy	16,939		

*Residence Assistant income not included in revenue calculations

Massachusetts State College Building Authority
Schedule 5: Non-Residential Project Assessments - FY21

A subset of Schedule 1, Non-Residential project assessments are primarily for debt service, but final contributions for capital reserves and insurance are assessed where applicable.

Gross debt service, exclusive of reserves and insurance, for non-residential Authority projects in fiscal year 2021 is \$26M.

Bridgewater State

Project	Bond Issuance	Ownership	Gross Debt Service
East Campus Dining	2003B (99-1)	Authority	\$697,109
Swenson Athletic Facility	2009C	Commonwealth	408,333
East Campus Parking Garage	2010B	Authority	1,069,884
University Park	2012A	Commonwealth	72,500
Rondileau Campus Center	2012C	Commonwealth	338,900
Welcome Center	2012C	Commonwealth	268,000
Tower Parking Lot	2019C (12B/06A)	Commonwealth	89,395
			\$2,944,121

Fitchburg State

Project	Bond Issuance	Ownership	Gross Debt Service
Hammond Campus Center	2010B	Commonwealth	\$1,385,484
Hammond Campus Center	2012C	Commonwealth	743,475
Parking	2012C	Commonwealth	166,738
Hammond Campus Center	2014A	Commonwealth	915,250
Hammond Campus Center	2014B	Commonwealth	761,000
Landry	2017A	Commonwealth	281,811
132 Highland Avenue	2017B	Authority	119,350
Holmes Dining	2019A	Commonwealth	104,350
Recreation Center	2019A	Commonwealth	74,531
Hammond Campus Center	19C (2012A)	Commonwealth	476,097
Athletic Fields	2019C (12B/05A)	Commonwealth	291,796
Holmes Dining	2019C (12B/06A, 05A)	Commonwealth	231,786
			\$5,551,667

Framingham State

Project	Bond Issuance	Ownership	Gross Debt Service
Crocker Hall	2010B	Commonwealth	\$20,644
Hemenway Science Center	2010B	Commonwealth	684,117
Union Avenue Parking/Athletic	2011A (03A)	Commonwealth	91,922
Hemenway Center	2012C	Commonwealth	136,625
McCarthy Campus Center	2012C	Commonwealth	159,838
Franklin Street Parking	2012C	Authority	743,375
Mayhew/Parking	2014A	Authority	121,500
Maple Street Athletic	2014A	Commonwealth	265,250
Maple Street Athletic	2014C	Commonwealth	58,250
Salem End/Parking	2014C	Authority	28,250
860 Worcester Road	2015A	Authority	104,500
Warren Conference Center	2015A	Authority	104,500
Wayte St. Property	2015A	Authority	220,850

Continued on next page

Massachusetts State College Building Authority
Schedule 5: Non-Residential Project Assessments - FY21

Framingham State Cont.

Project	Bond Issuance	Ownership	Total Assessment
McCarthy Campus Center	2016A (08A)	Commonwealth	61,410
Adams Road Land Acquisition	2016A (09A)	Commonwealth	53,727
Parking Garage	2016A (09A)	Commonwealth	460,048
Danforth Art Museum	2017B	Authority	171,500
McCarthy Dining	2019A	Commonwealth	56,444
Athletic Fields	2019A	Commonwealth	30,519
McCarthy Campus Center	2019C (12B/05A)	Commonwealth	569,774
McCarthy Campus Center	2019C (12B/06A)	Commonwealth	114,298
Parking/Athletic	2012B (03A)	Commonwealth	38,143
			\$4,295,484

Mass College of Art & Design

Project	Bond Issuance	Ownership	Total Assessment
Kennedy Campus Center	2003B (99-1)	Commonwealth	\$135,711
Center for Design + Media Enabling	2014A	Commonwealth	397,250
Center for Design + Media	2014B	Commonwealth	168,250
Center for Design + Media (DCAMM)	2014B	Commonwealth	437,250
Kennedy Campus Center	2016A (09A)	Commonwealth	847,020
MassArt Art Museum	2017C	Commonwealth	533,652
Tower Building	2019C (12A)	Commonwealth	205,337
			\$2,724,470

Mass College of Liberal Arts

Project	Bond Issuance	Ownership	Gross Debt Service
Amsler Campus Center	2009C	Commonwealth	\$40,833
277 Ashland Street	2009C	Commonwealth	89,833
Athletic Facilities	2012C	Commonwealth	56,613
Parking	2012C	Commonwealth	15,138
Theater	2012C	Commonwealth	14,025
Amsler Campus Center	2015A	Commonwealth	84,000
Amsler Campus Center	2019A	Commonwealth	66,131
Tennis Courts	2019C (12B/06A)	Commonwealth	12,955
			\$379,528

Mass Maritime Academy

Project	Bond Issuance	Ownership	Gross Debt Service
Admirals' Hall	2012C	Commonwealth	202,113
Marine Dock	2012C	Commonwealth	237,230
Taylor Road Parking	2012C	Authority	101,670
Wastewater Treatment Plant	2012C	Commonwealth	86,975
Mess Deck Expansion	2014A	Commonwealth	479,500
			\$1,107,488

Massachusetts State College Building Authority
Schedule 5: Non-Residential Project Assessments - FY21

Salem State

Project	Bond Issuance	Ownership	Gross Debt Service
Central Campus Parking	2011A (04A)	Commonwealth	\$156,228
Canal Street Parking	2014A	Commonwealth	152,000
Property Acquisition / Dining Hall Roof	2014A	Commonwealth	64,275
Mainstage Auditorium	2014A	Commonwealth	1,113,750
One Stop Student Center	2014A	Commonwealth	159,500
Public Safety	2014A	Commonwealth	168,000
Viking Hall Café	2014A	Authority	225,351
66-68 Loring Avenue	2014B	Foundation	54,193
North Campus Transportation Center	2014B	Authority	1,416,557
Marsh Hall Dining	2016A (09A)	Authority	250,985
O'Keefe Fitness Center	2019C (12A)	Commonwealth	962,819
Baseball/Tennis	2019C (12B/06A)	Commonwealth	260,275
O'Keefe Athletic Field	2019C (12B/05A)	Commonwealth	237,159
			\$5,221,092

Westfield State

Project	Bond Issuance	Ownership	Gross Debt Service
Tim & Jeanne Dining	2010B	Commonwealth	\$387,358
Juniper Park School	2014B	Commonwealth	79,906
Science Center	2014B	Commonwealth	596,844
Ely Wellness Center	2019C (12A)	Commonwealth	611,586
			\$1,675,694

Worcester State

Project	Bond Issuance	Ownership	Gross Debt Service
Athletic Facility	2012C	Commonwealth	\$786,300
Sheehan Dining Hall	2012C	Commonwealth	288,775
Parking Garage	2014D (06A)	Authority	143,042
Parking Garage	2019C (12B/06A)	Authority	496,161
			\$1,714,278

Mount Wachusett Community College

Project	Bond Issuance	Ownership	Gross Debt Service
Science Center	CC1	College	\$224,238
Student Lounge	CC2	College	\$200,656
			\$424,894

Total Non-Residential Assessments \$26,038,715

Massachusetts State College Building Authority
Schedule 6: Residence Hall Occupancy Rates

	Academic Years			
	2015- 2016	2016- 2017	2017- 2018	2018- 2019
Bridgewater State	98.2%	96.4%	94.8%	94.8%
Fitchburg State	100.9	96.0	92.1	84.8
Framingham State	97.9	93.8	92.9	89.9
Mass. College of Art and Design	98.2	99.2	99.0	96.2
Mass. College of Liberal Arts	78.6	77.4	74.4	70.8
Mass. Maritime Academy	100.5	104.6	102.0	101.8
Salem State	99.7	96.3	95.7	89.9
Westfield State	102.4	99.2	93.9	86.0
Worcester State	94.0	92.3	95.5	96.0
<i>Total Occupancy Rate</i>	97.9%	95.8%	93.9%	90.5%

MASSACHUSETTS STATE COLLEGE BUILDING AUTHORITY

RESIDENCE HALL POLICIES

FISCAL YEAR 2021

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 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 3rd 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