Facilities Master Plan
Annual Prioritization Planning Process for Section 13 and Section 13 Offset Funds

March 1, 2012

On an annual basis, the University of Central Oklahoma receives State Funds designated as Section 13 and Section 13 Offset funds that are eligible for use in building maintenance and restoration projects.

These funds are often used for work that includes roof repairs and or replacement, HVAC systems repairs or upgrades, ADA upgrades and improvements, facility repairs and improvements such as brick and stone replacements, re-pointing and waterproofing and for fire alarm notification systems improvements to buildings across campus. These funds are also used for emergency repairs.

Use of these limited funds has been established based upon the following criteria:

- Health/Safety/Mandated Improvements
- Instruction Delivery
- Student, Faculty and Staff Physical Environment
- Environmental Improvements
- Deferred Maintenance
- Aesthetics/Beautification

As such, allocations of these funds are made based upon the established importance of the identified usage of the funds and the anticipated needs of the campus facilities, including changes to Academic Mission, Age, Safety, ADA and condition of Buildings and re-assignment of Building Usage or Function.

In order to plan for use of current and future fund allocations, the following processes will be utilized to create and establish a near term Facilities Master Plan and to make modifications to the approved near term Facilities Master Plan (FMP) to allow for coordination with the approved Campus Master Plan:

1. The AVP Facilities Management (AVPFM) will request recommendations from Physical Plant, AES and other units for suggested use of funds and or modification or change to the approved FMP.

2. If appropriate, the AVPFM will request AES/PP to review the proposed changes from the requesting entity and establish anticipated costs for the proposed work. AES/PP will forward pertinent information and recommendations to the AVPFM for review.
3. After review of the request(s) by the AVPFM, the requesting entity will be informed of approval or denial of the request. Once all requests have been listed, the AVPFM will establish priorities for use of available funding and if determined necessary, shall forward information for changes in use or categorization of funds to the Executive Vice President for Administration and Finance (EVP) for review and approval.

4. Actual available funding amounts are not finalized until mid October of each year and funding limitations may cause project priorities to be modified by the AVPFM.

5. Requests for use of FMP funds shall be made on an annual basis at the end of November for use of funds anticipated to be accrued the following Fiscal Year. Requests for funding received after the end of November shall be considered only after Administrative approvals are granted.

6. Once project requests for Section 13/Section 13 Offset funds are finalized and approved, AVPFM shall notify AES/PP and requesting entity and AES/PP shall begin to schedule the work or design process, including seeking Board authority as required by the project size and costs for completion of approved work.