



<b>Relevant UTas Ordinance and/or Rule Reference No.</b>	
<b>Relevant State/Federal Govt. Legislation</b>	
<b>Commencement Date</b>	18 December 2002
<b>Review Date</b>	18 December 2005

## Policy Statement

### 1 Intent

This policy aims to ensure a coordinated response to University needs and to ensure that all University building works comply with approved University framework plans, existing building codes and Federal and State Acts, occupational health and safety legislation, contractual obligations and other related University policies and standards. In addition, this policy will allow the University to maintain accurate asset and space data for maintenance scheduling and facilities and asset management. All works and asset related data is recorded in the University's asset management databases, Pinnacle and Archibus.

### 2 Policy Statement

The Director, Asset Management Services manages all maintenance and minor and major works on University buildings and site infrastructure. Existing financial delegations outline the appropriate University officer authorised to commit funds to works on University buildings and site infrastructure. There are procedures and processes to manage all stages of building works. The Director, IT Resources is responsible for assessing permanent communications cabling and will liaise with the Director, Asset Management Services as required.

### 3 Scope

This policy applies to all building work regardless of scope or funding source. Works are inclusive of, but not limited to, the following building and equipment assets:

- Building services, including heating, ventilation, air conditioning, exhaust or control systems;
- Electrical services, including lighting;
- Fire systems;
- Permanent communications cabling;
- Gas storage systems;
- Compressed air, gas steam generators or boilers;
- Water or waste systems and connection of equipment to such systems;
- Building fabric (including asbestos removal);
- Security and/or locking systems;
- Dangerous goods and storage facilities;

- Fume cupboards, hoods or laminar flow units;
- Heavy loadings, including research activities, artwork, sculptures and hanging of pictures;
- Application of any device, structure or treatment which alters the external appearance of a building including external signs, painting or landscape work;
- Lifts, hoist and cranes;
- Universal access to buildings;
- Site infrastructure such as fences, roads, footpaths, landscaping, vegetation and in-ground services.

Activities not covered under the policy include installation of loose furniture and fittings or research equipment that does not impact upon the built environment or site infrastructure. Where uncertainty exists, Asset Management Services are to be consulted.

#### **4 Definitions and Acronyms**

**“Works”** defined as new, refurbishment, maintenance, replacement, additions, extensions or alterations.

#### **5 Policy Owner**

Director, Asset Management Services

#### **6 Policy Provisions**

##### **6.1 Minor Works funded by Faculty/School/Division /Section**

These requests are to be sent to Asset Management Services via a Minor Works Request Form. A Minor Works Request Form can be located at the Asset Management Services website [www.utas.edu.au/dept/ams](http://www.utas.edu.au/dept/ams).

##### **6.2 Works to be funded from the Capital Management Plan**

These requests are classified major and are to be sent to Asset Management Services based on a Project Submission Template. Asset Management Services is responsible for advising the Executive Director, Finance and Administration on all works related to expenditure funded via the Capital Management Plan.

##### **6.3 Unauthorised Works**

Any works to University buildings or site infrastructure that have been undertaken by a Faculty, Division, School or Section without approval may be removed or modified in cases where the work has compliance, safety, aesthetic or nuisance issues. All costs associated with the rectification of unapproved works will be charged to the responsible Faculty, Division, School or Section.

#### **7 Supporting/Related Documents**

Space Management Policy

#### **8 Key Words**

- buildings
- works

## Responsibilities

<b>Implementation</b>	Facilities Manager
<b>Compliance</b>	Facilities Manager
<b>Monitoring and Evaluation</b>	Facilities Manager
<b>Development and/or Review</b>	Facilities Manager
<b>Interpretation and Advice</b>	Regional Maintenance Managers

## Who Needs to Know this Policy?

- Facilities Manager
- Operations and Maintenance Managers

## Policy History

<b>Policy No.</b>	-
<b>Approved / Rescinded</b>	Approved
<b>Date</b>	18 December 2002
<b>Committee / Board</b>	Tony Ferrall, Executive Director, Finance and Administration
<b>Resolution Number</b>	-