

LIFE CYCLE PHYSICAL FACILITIES POLICY

Life Cycle Work – The definition for Life Cycle work is defined by major renovation, renewal and replacement work on a Physical Facility or Component at the end of the useful life. thereof, determined periodically based upon experience, performance, appearance, and physical audits, rather than on an estimated time-period established for depreciation, amortization, or other periodic accounting purposes. If, during the course of performing life cycle work, it is determined that additional work is required in order to comply with governmental requirements, that work will be completed as part of the life cycle project.

- a. Life Cycle Annual Project List – A document listing the life cycle work to be completed during the upcoming project year (June-May) including budgeted costs and contingencies. This document is prepared by the Life Cycle Subcommittee from the Five-Year Plan and approved by the Buildings and Grounds Committee. During the project year, the Life Cycle Subcommittee uses the document, which is updated with actual costs, to monitor the projects and report their progress to the Buildings and Grounds Committee.
 - b. Life Cycle Five-Year Plan – A document listing all of the college's physical facilities, infrastructure and grounds, and the life cycle work proposed/anticipated over the upcoming five years. This document is prepared by the Life Cycle Subcommittee and updated as needed. The subcommittee conducts biennial tours of the college to perform a comprehensive review of all facilities and proposed projects. During years when tours are not conducted, the plan includes only four years of proposed/anticipated life cycle work.
5. Program Change – major, non-life cycle alteration of a Physical Facility to achieve upgrading, modernization, or complete changes in use, or to comply with governmental requirements or other standards, or to introduce new technologies.
 6. New Construction - construction or purchase of a new Physical Facility.
 7. Replacement Reserve Account – a special account funded annually from the operating budget and returns on invested funds, which is dedicated to expenditures for life cycle work.
 8. Buildings and Grounds Committee – a governing board committee responsible for providing direction and oversight of the Physical Facilities.
 9. Life Cycle Subcommittee – a subcommittee of the Buildings and Grounds Committee responsible for providing direction and oversight to the physical plant staff regarding life cycle issues.

FUNDING:

1. Maintenance work shall be funded on an ongoing basis from the annual operating budget. Deferred maintenance shall be avoided.
2. Life cycle work shall be funded from the replacement reserve account.
3. Program change work and new construction may be funded from the annual operating budget or capital campaigns and is not funded by the replacement reserve account.
4. Whenever funding constraints limit the ability to complete identified life cycle work, the following priorities, in order of importance, may be used to establish and clarify the work to be pursued:

Priority #1: Life safety systems or building components that, if left uncorrected, could lead to personal injury or damage to the facility.

Priority #2: Facility or infrastructure components that, if left uncorrected for more than one year, could cause significant damage to structures, contents, or usability.

Priority #3: Any item related to visibility and/or appearance that, if left uncorrected, could negatively affect the college's image and competitive abilities.

Priority #4: Life cycle work associated with a capital expense project (e.g., program change work, new construction, etc.)

TIMING:

1. Maintenance work shall be completed on an ongoing basis.
1. Life cycle work shall be completed per the Life Cycle Annual Project List developed from the Life Cycle Five-Year Plan.

HISTORIC PRESERVATION:

Whenever life cycle work occurs in or on a building or landscape identified by the Life Cycle Committee as having historical significance, architectural features and artifacts should be preserved and enhanced, wherever practical.

Historical buildings include, *but not limited to*, Memorial Building, Lyman House, Penrose House, Sherwood House, Baker Center, Prentiss Hall, and Hunter Conservatory.

Historical landscape include, *but not limited to*, Ankeny Field, the Amphitheater, and the College Creek Green.

SUSTAINABLE DESIGN:

Whenever life cycle work occurs, principles of sustainable design should be consulted and applied to construction and renovation of campus buildings and environs, wherever practical. Such principles include, but are not limited to:

- Design and construction resulting in minimized site impacts with passive solar, natural lighting, and ventilation principles kept in mind.
- *Refer* to guidelines promoted by the US Green Building Council's "Green Building Rating System, Leadership in Energy and Environmental Design" (LEED).
- Including design professionals, contractors and other advisors to pursue "green" design and construction practices.
- Incorporating and using appropriate techniques and efficient fixtures to minimize off-site flows of storm water, consumption of water and sewage generation.
- Using recycled content materials in building construction and renovation, minimizing waste, and reusing/repurposing/recycling materials.