COMMONWEALTH of VIRGINIA

Department of General Services

James T. Roberts
Director

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202 North Ninth Street
Suite 209
Richmond, Virginia 23219-3402
Voice/TDD (804) 786-3311
FAX (804) 371-8305

MEMORANDUM

TO: Heads of State Agencies and Institutions

FROM: Ric Brown, Director, Department of Planning and Budget RDB
Jim Roberts, Director, Department of General Services

SUBJECT: Facility Deferred Maintenance

Item C-194.10 of Chapter 951 of the 2005 Acts of Assembly (the "Budget Bill") provides for the completion of a comprehensive collection and analysis of information on the scope of facility deferred maintenance across the Commonwealth's agencies and institutions. We have been working with the Auditor of Public Accounts on this issue over the past year. The same section of the Budget Bill, among other things, directs us to issue criteria defining which facilities shall be the subject of data collection. This memorandum sets forth such guidance.

Definitions:

Deferred Maintenance occurs when the facility owner leaves unperformed planned maintenance, repairs, replacement, and renewal projects due to a lack of resources or perceived low priority and deferral of the activity results in a progressive deterioration of the facility condition or performance. The cost of the deterioration including capital costs, operating costs, and productivity losses is expected to increase if the activity continues to be deferred.

Facility means any existing, purchased or constructed, roofed or walled structure that is located, is built, installed, or established on property owned by the Commonwealth's agencies and institutions for which the agency or institution is responsible for maintenance and operation.

Facility Condition Assessments (FCA) are detailed periodic physical inspections of a facility by qualified personnel to fully determine and document the condition of the facility or item of equipment and to identify repair, rehabilitation, and replacement needs and costs.

Life Cycle Assessments (LCA) are physical inspections of a facility by qualified personnel to inventory and collect information about the building's capital components, size of the building, and age of the building and equipment. This assessment allows the personnel to quantitatively adjust the lifespan of the components to reflect its real condition. The

assessment information collected is entered into a cost model to estimate the existing deferred maintenance and future renewal requirements for the capital components.

Facility Condition Index (FCI) is a ratio comparing the deferred maintenance deficiencies to the current replacement value of the facility or equipment item, to measure the condition of the facility or equipment item at a specific time. The higher the ratio, the worse the condition of the building is.

The Auditor of Public Accounts (APA) has engaged a vendor to supply a Facility Inventory and Condition Assessment System (FICAS). The vendor is Vanderweil Facility Advisors (VFA) and the system is VFA.facility. By the end of June 2005, the APA will provide all agencies and institutions the capability to participate in this project, and to use FICAS to record Life Cycle and Facility Condition Assessments of their facilities. Based upon the information recorded by the agencies and institutions, FICAS will calculate a Facility Condition Index and budgetary estimates for deferred maintenance.

All state agencies and institutions are to use this system, applying the criteria set forth below, to record information on their facilities and their condition.

Required Information

1. By September 1, 2005 all state agencies and institutions SHALL record (inventory) in FICAS those facilities for which they are responsible.

2. By September 1, 2005 a Life Cycle Assessment or a Facility Condition Assessment SHALL be completed and recorded in FICAS for any existing facility for which the agency has presented to the Department of Planning and Budget a capital outlay renovation or improvement request for the period 2006–2012. DPB may require the more detailed Facility Condition Assessment for some 2006-2008 project requests.

3. A Life Cycle or Facility Condition Assessment recorded in FICAS need NOT be completed if any of the following apply:
    a. The facility is abandoned or condemned and there is no planned future use based on the agency or institution's land use plan.
    b. The facility totals less than 2,500 gross square feet.
    c. The facility is small or specialized in nature, such as a VDOT chemical dome or spreader rack, picnic shelter, barns and storage sheds, monuments, utilities infrastructure systems, or any facility with a temporary occupancy permit.

d. Any other covered facility which the agency or institution chooses to exclude, when excluding it from this requirement has been specifically requested and approved by DPB.

Optional Information

4. A Facility Condition Assessment should be completed for any facility greater than ten (10) years old, within the limits of available resources.

5. A Life Cycle Assessment should be completed if the facility is less than ten (10) years old and mission critical, within the limits of available resources.
6. Agencies and institutions MAY complete a Life Cycle or Facility Condition Assessment in FICAS for any other facilities identified in item number 1 above, and are encouraged to do so by September 1, 2005 within the limits of available resources.

If you have questions, please feel free to contact us, or Ms. Suzanne Owens at the Auditor of Public Accounts at 804-225-3350.

cc: The Honorable John M. Bennett
The Honorable Sandra D. Bowen