This document defines the process to effectively implement the annual project lists creation process within Contract College Facilities Officers Group & Maintenance Management. Outcomes of this process are thoughtful plans to address the condition deficiencies within Contract Colleges Facilities utilizing the available funding allocations, the CPMR&R Fund and the F&A Fund. It is expected that these plans are created in accordance with the applicable Funds’ Policy set forth by the State of New York.

Maintenance Management’s Facilities Physical Needs Management System (FPNMS) will be the data of record for all of Contract College Facilities’ condition deficiencies that are to be considered for correction by the annual plans.

For this procedure to be successful, all known deficiencies (and associated corrective action(s)) in both state owned and college owned facilities, must be entered in FPNMS with the appropriate likelihood, impact, and program scores.

**Potential Capital Projects Review Process**

All deficiencies with corrective actions estimated to cost over $150k, not already identified in the State Capital Plan will be captured in a report so that CCF can determine which (if any) should be individual projects in the State Capital Plan. Consideration should be given to corrective actions that:

- Can be easily bundled
- Feel they need to be capitalized
- Are wholesale building system renovations

In January of each year, FOG will review the current deficiencies for state facilities that do not meet CPMR&R $ criteria to determine if they can be phased or bundled to meet the criteria. (Sorted by $ then Risk)

**CPMR&R Project Plan Creation Process**

Since CPMR&R funding is more restrictive, the CPMR&R plan list should be developed prior to the F&A plan.

1. Report generated from FPNMS by MM with the following criteria on corrective actions:
   - filter at Proposed Fiscal Year = past years through current fiscal year +1;
     - e.g. if the current fiscal year = 2009/2010, the filtered Proposed Fiscal Years would be ‘1992/1993 ➔2010/2011’
   - filter on only state owned facilities
   - filter out Capital Plan projects
   - correction estimates between $5,000 and $150,000
   - <$5,000 will be displayed at the bottom of the list
   - Sort by: Risk Score, Program Impact, with line drawn at budgeted amount and +10% of budgeted amount

2. Colleges to review the report with the appropriate MM prior to FOG/MM meeting
   - Must ensure proposed deficiencies/corrective actions are in line with the rules set forth by the State of New York for the use of the CPMR&R fund.
3. At the FOG/MM Meeting:
   ✔ Lobby for deficiencies to be above the line
   ✔ Discuss what (if any) deficiencies can move below
   ✔ Jim Kazda has final approval of list

4. Revised report to be confirmed by FOG

5. Jim Kazda will approve the selected deficiencies

6. Approved list will be attached to the PAR and circulated for administration approval.

7. MM will propose projects based on deficiencies and C.A.’s with the calculated Project Priority with a proposed Plan Rank using Project Priority and Project Averaged Facility Criticality.

8. FOG will review the plan and rank

**Maintenance Facilities and Administration (F&A) Recovery Project Plan Creation Process**

1. Report generated from FPNMS by MM with the following criteria on corrective actions:
   a. filter at Proposed Fiscal Year = past years through current fiscal year +1;
      i. e.g. if the current fiscal year = 2009/2010, the filtered Proposed Fiscal Years would be ‘1992/1993 ➔ 2010/2011’
   b. filter out Capital Plan projects
   c. corrective actions with estimates less than $200K
   d. sort by: College Owned facilities, Risk Score, Program Impact;
   e. a line will be drawn at budgeted amount and +10% of budgeted amount

2. Group will review report prior to meeting to validate information (FOG and MM will collaborate on State owned facilities)

3. At the FOG/MM Meeting:
   a. Lobby for deficiencies to be above the budgeted line
   b. Discuss what deficiencies can (if any) move below the budgeted line
   c. Jim Gibbs has final approval of list

4. Revised deficiencies report to be confirmed by FOG

5. Jim Gibbs will approve the selected deficiencies

6. Approved deficiencies report list will be attached to the PAR and circulated for administration approval.

7. MM will propose projects based on deficiencies and C.A.’s with the calculated Project Priority with a proposed Plan Rank using Project Priority and Project Averaged Facility Criticality.
8. FOG will review the plan and rank

**Definitions**

**Project Averaged Facility Criticality** = \((\text{Facility Criticality Def1} + \ldots + \text{Facility Criticality DefN})/N\)

**Project Priority**: the averaged sum of the Risk Score and Program Priorities;
- \(((\text{Risk Score Def1} + \text{Program Impact Def1}) + (\ldots) + (\text{Risk Score DefN} + \text{Program Impact N}))/N\)

**Plan Rank**: 1-n projects; may or may not take into account the Project Priority

**Maintenance Facilities and Administration (F&A) Recovery**: These funds are to be used for priority planned maintenance activity in the contract colleges as determined by MM working with college staff. This funding is derived from contract Facilities and Administration (F&A) recoveries and is managed as a pooled resource for all contract colleges by MM to meet the highest priority maintenance needs across all of the contract colleges. These funds may be used for either state or non-state owned facilities serving teaching, research, and outreach activities of the contract colleges supported by New York State (NYS).

**References**
- State University of New York Minor Critical Maintenance Procedure: June 11, 2010;
- Contract College Maintenance Funding Definitions: April 10, 2009; [http://www.fm.cornell.edu/docs/090410_CC_Maintenance_Funding_Sources_Final.docx](http://www.fm.cornell.edu/docs/090410_CC_Maintenance_Funding_Sources_Final.docx)