



**Facilities Operations
Policy Statement
OP-8
Chancellor's Residence**

1. The University owns a residence that is provided for the Chancellor's use. The Facilities Management Department has the same responsibilities for the residence as for office and classroom buildings. The residence also is home for the Chancellor's family and the privacy of the family in their home must be respected and protected.
2. The residence will be included in the preventive maintenance program for periodic inspections, maintenance and repairs. The grounds and the HVAC system will be maintained on a routine, continuing basis. All Facilities Management costs for the residence will be charged to an individual maintenance job order established for that purpose. Maintenance contracts may be established. However, responsibility for all tasks remains with the Facilities Management Department whether accomplished by contract or by department employees.
3. A Grounds Supervisor will visit the residence weekly, normally on Tuesday, to inspect the condition of the grounds and to coordinate needed work with the grounds maintenance contractor. Every effort will be made to schedule all inspections or work to coincide with a weekly Grounds routine visit, so as to reduce costs and to minimize impact on the household.
4. The Zone 1 Supervisor will serve as coordinator for all scheduled visits to the residence by any Facilities Management employee or contractor. The Coordinator will schedule visits with the Chancellor's household. Supervisors will ensure that all employees and contractors under their control are instructed to comply with this procedure. All service calls for the residence will be received and passed to the Coordinator for action. If all members of the household are absent, the Coordinator will contact the Vice Chancellor for Business Affairs for guidance as to whether work should proceed or await their return. For emergency response, the Zone 1 Maintenance Supervisor or Manager dealing with the emergency will keep the family informed of progress, what to expect next and when. In emergency situations, the first step is to set in motion an appropriate response, then inform the family, and then inform the Associate Vice Chancellor for Facilities Management. An emergency response directory for the residence will be maintained and distributed by the Department Secretary.
5. When Facilities Management employees or contractors arrive at the residence, they will contact a member of the household to inform the family of arrival, work to be done and expected duration. Prior to departure, they will inform the family that they have finished and are leaving. While working at the residence, employees and contractors normally will not enter the house or garage. If the work to be done is inside the house or garage, the prior coordination of the visit will include that fact; upon arrival, the employee or contractor will again verify that it is all right to enter the house or garage and do the work. Employees and contractor will not enter the house unless admitted in person by a member of the household. The only exception to this rule will be where work is to be done inside the house in the absence of the family and through prior coordination has been accomplished. The standard rules for break and lunch times apply while working at the residence.


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