

LEBANESE AMERICAN UNIVERSITY

FACILITIES & SERVICES POLICY

Approved by the Board of Trustees on June 6 & 7, 2003
Amended by the Board of Trustees on March 9 & 10, 2006
Amended by the Board of Trustees on March 19 & 20, 2009

A. Purpose:

The University Administration shall provide the necessary and adequate facilities and services to support the academic programs and other functions, in compliance with set objectives.

B. Objective:

The policy of the University is to ensure compliance with applicable laws, regulations, and procedures, to promote operational efficiencies, to enhance the University's Mission, and to reduce institutional risks. Safe and functional facilities and services shall be maintained to serve the University's educational and health care goals.

C. Authority & Responsibility:

The President, as the Chief Executive Officer, is ultimately responsible for the University's physical facilities and related services. The President delegates the responsibility of the management of such services to the Vice President for Human Resources & University Services.

The Vice President for Human Resources & University Services shall delegate and assign authorities and duties that will ensure accountability, and efficiency, of operations in accordance with University's organization structure, subject to President's approval. He/she shall also be responsible to set the proper processes, procedures, and controls needed to manage the University's physical facilities and related services. These include but are not limited to:

- Physical Master Plan preparation
- Infrastructure and Utilities' development.
- Design and Construction Management, and Contract Administration.
- Energy Management.
- Operation and Maintenance of facilities.
- Space Management.
- Telecommunication and Information Technology.
- Environmental Health, Safety and Risk Management.
- Car pool and Parking.
- Security.
- Facilities Master Plan Development.
- Real Estate and Property Management.
- Transportation, moving and Mail.
- Hosting, Catering, Housing, and Custodial Services.
- Purchasing
- Other University Business: visas, work permits, government permits, etc.

D. Risk Management:

The University shall effectively undertake a risk management program. Such a program shall include procedures for managing risks internally, and through insurance contracts.

The University shall also develop programs and plans to implement safety measures, emergency procedures, and to provide the campuses' security needs.

E. Use of Facilities:

The University facilities shall be used primarily to achieve the University's educational purpose, as expressed in the University's objectives and specific goals. In addition, the University shall allow the use of its facilities for cultural, recreational, and social purposes by its constituent and related groups.

F. Standards and Principles:

To the extent possible, local and US standards applicable to institutions of higher education shall be used as guidelines for building, and operating, the University's physical facilities and related services.

G. Facilities and Services Manual:

A Facilities and Services Manual shall be prepared for the operations of the University's Physical Facilities

H. Physical Plant:

H.1 Campus Facilities

The Administration will make sure that the physical facilities of each campus is operated and maintained in the best possible manner, and according to set procedures.

Records of operation and maintenance will be kept as required.

H.2 Facilities Construction and Remodeling

Along with the Facilities Master Plan, the University Administration will prepare a 5-year Construction and Remodeling Program. This Program is subject to an annual review when preparing the annual budget. Remodeling is to be limited and justifiable on the basis of the facility's life cycle, cost, depreciation, and/or changes to be introduced according to the Campus Master Plan.

The following contract management policy shall apply:

1. *For new construction and major remodeling contracts (above \$500,000):*
All such contracts will be subject to bidding for design and supervision, and for execution. Design contracts shall be subject to a design concept competition and associated fees, whereas construction contracts shall be subject to bidding from, at least, three independent contractors. All such contracts will be awarded on a per project basis.
2. *Renovation contracts, upgrading of present facilities and remodeling projects estimated to be between \$5,000 and \$500,000:*
All such contracts will be subject to bidding from three independent contractors. The services of an architectural or engineering firm (depending on the type of project), through a bidding process, shall be retained for a maximum period of three years to carry out the design and/or supervision of such projects. The President, or his/her assignee, is vested with the authority to go over the \$5,000 amount without the need for bids, in case of emergency.

3. Renovation and remodeling projects that are estimated to be less than \$5,000 can be executed by direct negotiations without the need to get three bids for contracting purposes, or to hire an architect for design and supervision. General trade contracts for electrical, mechanical, woodwork, etc... shall be pre-qualified to carry out minor repair or upgrading work, without resorting to bidding for each job.
4. Approvals for the above transactions shall be as established by the University Administration. Procedures shall be established to ensure that all construction and renovation transactions have proper budget allocations.