

UNIVERSITY RULES
TEXAS A&M UNIVERSITY-CORPUS CHRISTI

41.05.02.C1 Management of Buildings, Grounds and Other Improvements

Approved April 2, 2001

Revised June 11, 2008

Supplements System Regulation 41.05.02

Buildings, grounds and other improvements in the possession of the University are managed in accordance with state law, appropriate System Policies and Regulations and Texas A&M University-Corpus Christi Rules and Procedures. The President has delegated the responsibility for the custody, care, maintenance, and safekeeping of buildings and other improvements to the officers listed below. For information on the use of university buildings by outside groups, see University Rule 33.04.99.C1, Use of University Facilities.

1. Information concerning real estate or acquisition involving real property must be coordinated through the Executive Vice President for Finance and Administration.
2. Space utilization studies and inventories of physical space will be conducted and reports prepared as required, and to the extent deemed necessary, to ensure optimum usage of buildings and other facilities. The Office of Institutional Research and the Office of the Director of Physical Plant will be responsible for coordination of these requirements.
3. The Director of Physical Plant is responsible for the management of buildings, grounds and other improvements. These responsibilities include:
 - Maintaining and updating the Campus Master Plan, and coordination of facilities planning of all buildings and other improvements
 - Construction, modification, or rehabilitation of buildings, grounds or other improvements (i.e., utility systems, parking lots, and other infrastructure) on the campus, including material component selections and the building access system
 - Daily facilities operations, maintenance and custodial services for all buildings, grounds, and other facilities; and the implementation of the campus energy conservation program
- 3.1 Written approval from the Director must be obtained prior to any construction, modification, or renovation project for any building, grounds and/or landscape area or other improvements regardless of funding source or personnel utilized for the project.
- 3.2 Maintenance, custodial and other services will be performed by authorized personnel in order to maintain buildings as nearly trouble-free, safe, and clean as possible. The Director will issue written instructions for any custodial services, minor maintenance, or other types of services to be furnished by outside agencies or firms.
4. Employees using University property or having University property under their control shall take appropriate measures to ensure its safekeeping. Any employee who through willful act, or through failure to exercise reasonable care, causes or permits buildings or other facilities to deteriorate, be damaged, or be destroyed may be liable for the loss sustained. While

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University Police Department personnel are responsible for the overall security and protection of the university's property, the primary responsibility for building security during working hours rests with the building occupants.

5. The Environmental, Health and Safety Office through the Safety Coordinator shall administer the fire prevention program for buildings and facilities.

Contact for Interpretation: Executive Vice President for Finance and Administration