



Administration and Finance  
Operations Detail: # 11-04

Finish Renewal Program  
July 5, 2022

## 1.0 PURPOSE

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This document provides guidance to the campus community on the maintenance and deferred maintenance issues with finishes in campus buildings including but not limited to classrooms, laboratories, offices and hallways.

Age and use of these facilities causes finishes to deteriorate and compromise the appearance and overall aesthetics of these areas. Finish materials like paint, flooring, lighting, ceiling tiles and furniture require periodic renewal to provide a welcoming, safe and sustainable environment in which to learn and work.

This document provides a process for renewal of these finishes in a systematic manner to maximize the condition of the finishes within available resources.

## 2.0 BACKGROUND

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Each component of a building has a finite life cycle. That life cycle can be extended with preventative maintenance before that system needs replacement or renewal. When a building system reaches the end of its life cycle and there is insufficient funding available to replace or renovate that system the maintenance is deferred until funding becomes available.

Deferred maintenance has grown over time due to inadequate resources being allocated to address these needs. The campus has a current deferred maintenance backlog of \$ 412 million (2022).

### 3.0 OVERVIEW

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Finish renewals can be categorized into simple, moderate and significant and the need for renewal depends on the amount of accumulated deferred maintenance.

Building code compliance for egress, accessibility, and other life safety issues are required to be assessed and mitigated when discovered which is often at the time of renewals or renovations.

Space utilization and reporting is also updated at the time of renewal.

CPP has established a 10-year finish renewal cycle for the campus spaces. When funding and labor is available FP&M will provide simple renewal of finishes as a base service with standard paint color and replacement of flooring with like materials.

Any renewal more frequent than 10 years or with upgraded paint, floor or furniture is a premium service subject to recovery of all direct and indirect costs from the requesting department.

### 4.0 CITATIONS

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Executive Order 847 - [link](#)

### 5.0 PROCEDURES

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FP&M will establish a schedule for whole building finish renewal on a 10-year cycle for FY 23/24 budget cycle seeking funding for simple renewal of whole buildings. The 10-year finish renewal cycle includes classroom, laboratory, restrooms, public spaces and offices and is dependent on funding and labor availability.

If partial funding is available finishes will be assessed and prioritized by FP&M staff based on finish condition.

Finish renewal requests funded for specific areas utilizing requesting divisional budgets will be submitted in the annual all funds budget process. In that submission process the specific building and rooms must be identified in the

following format Building name, building number, room number(s), level of renewal requested and the date of the last finish renewal.

If these Divisional funded requests move forward through the annual budget process, FP&M will evaluate and prioritize the specific requests placing the highest priority on the rooms with the worst condition coordinated with the whole building renewal schedule to model effective campus stewardship.

At all times and particularly during renewal or renovations, building code compliance is required. Any existing conditions and code correction(s) will trigger additional costs to ensure life safety that the project requestor's funds must cover.

## 6.0 DEFINITIONS

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Assuming a typical office size based on CSU space standards:

Simple renewal consists of patching and standard paint color, replacement of flooring with similar materials and replacement of ceiling tiles in poor condition in rooms with T-bar ceiling systems. This is a base service up when budget and labor is available. On a premium service basis the range of costs for a typical office is approximately \$2,000-\$3,000, excluding the cost of furniture purchase and installation.

Moderate renewal consists of simple renewal tasks plus full replacement of ceiling tiles and removal of free-standing furniture for replacement by furniture vendor with free-standing furniture of the same size and layout. On a premium service basis the range of costs for a standard size office is \$3,000 – 5,000.

Significant (multi-trade) renewal consists of simple and moderate renewal tasks plus replacement of lighting, door hardware, window coverings, HVAC ductwork and/or furniture replacement in a new layout or changes to modular furniture layout and occupancy. Significant renewal requires a building permit and plans and is a premium service. The range of costs for a standard-sized office is \$5,000-10,000 or more and will be determined through the project scoping and estimating process. This estimate does not include the cost of furniture purchase and installation or reconfiguration of modular furniture.

## 7.0 CONTACTS

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## 8. REVISION TRACKING

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### Revision History

Revision Date	Revised by	Summary of Revision	Section(s) Revised
07/05/2022	Klemm	Initial draft	All

### Review/Approval History

Revision Date	Revised by	Summary of Revision	Section(s) Revised
07/05/2022	Trinidad	Reviewed and Approved	All