Rules of
Office of Administration
Division 30—Division of Facilities Management, Design and Construction
Chapter 4—Facility Maintenance and Operation

Title 1—OFFICE OF ADMINISTRATION

Division 30—Division of Facilities Management, Design and Construction

Chapter 4—Facility Maintenance and Operation

1 CSR 30-4.010 Objectives and Definitions

(Rescinded April 30, 2019)

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1 CSR 30-4.020 Facility Management

PURPOSE: This rule establishes standards and procedures for management of buildings or facilities under the operational direction of the Division of Facilities Management, Design and Construction.

(1) Energy Conservation.

(A) General. Under the direction of the Division of Facilities Management, Design and Construction, each facility should implement energy conservation programs and initiatives that have the goal of more efficient use of energy and utilities. The program should include active management, supervision, and tracking in order to assure that energy conservation goals are achieved. Revisions of operational practices and procedures should be incorporated to obtain revised goals and/or projects as conditions change or new requirements develop.

(B) Program Development.

1. New construction or alterations. New construction or alterations to existing facilities shall require that all major elements and systems which consume energy or utilities be evaluated to economically minimize energy use. Requirements shall be established for designers of new facilities or alterations to existing facilities to provide (at a minimum) a summary of the examination and conclusions which established the annual energy consumption, selection of each utility system, and each major item of energy consuming equipment. The energy conservation standards and criteria established by the director or the American Society of Heating, Refrigeration and Air Conditioning Engineers (ASHRAE) in the most current edition or Federal Energy Management Program (FEMP) standards whichever is more stringent and has been established as the energy standards and criteria for Missouri facilities. These standards and criteria shall be utilized in designing and selecting systems and equipment which consume utilities or energy.

2. Existing facilities.

A. Energy audit. The Division of Facilities Management, Design and Construction should maintain energy information allowing for audits and benchmarking of each facility to determine where and how energy is used. The process should identify if energy usage can be reduced by changes in operating practices, equipment, or building systems or physical conditions.

B. Implementation. Those changes which can be made within current appropriations should be made immediately. Changes which require additional funding, for example, purchase of new equipment, energy saving capital improvements, should be implemented as soon as funds are available. Energy conservation measures shall be implemented which generate cumulative savings equal to their cost within the number of years considered by industry standards to be cost effective.

(2) Facility Records.

(A) General. Each facility should maintain the following records at the site:

1. As-built drawings reflecting current status, including significant changes resulting from construction or maintenance and repair work.

2. Equipment manuals and manufacturers' literature, along with operational and maintenance logs.

3. A control diagram for each separate control system identifying the equipment and sequence of operation.

4. All warranties issued, which should be periodically reviewed by the facility operations personnel.

(3) Maintenance Programs and Standards.

(A) Facility systems. The Division of Facilities Management, Design and Construction is responsible for maintaining assets and assisting state entities in meeting their facility needs for the benefit of the public through preventive maintenance and repair of the facility systems. The mission is to provide a superior workplace environment to assure health and safety for state occupants and their visitors and protect the state's investments in property assets.

(B) Planned Maintenance Program. An effective planned maintenance program provides for maintaining facilities and equipment in a safe and acceptable condition, promotes effective use of facility maintenance personnel, establishes a basis for determining budget requirements and long-range planning, and provides a means of evaluating the maintenance effort. The program includes inspections and/or evaluation of conditions or requirements, establishment of priorities, scheduling, servicing and operation of facility equipment, corrective work, and supervisory evaluation of the maintenance effort.

1. Inspection. Regular periodic condition assessment inspections of all facility elements and systems are essential for discovery of deficiencies before they deteriorate into major repair requirements. These assessments are to occur annually. Reports of deficiencies from facility occupants, or from preventative maintenance inspections, require verification and technically qualified examination to determine the cause and extent of the deficiency. Additional information may be necessary to determine corrective action or work, as well as to estimate the cost of materials, equipment, and labor for that action or work.

(C) Preventative Maintenance. Preventative maintenance will be accomplished on a regular schedule in order to substantially reduce the scope and cost of corrective maintenance/repair, emergency repairs, downtime, and overtime.

1. Inspection. Scheduled preventative maintenance for a facility element, system or equipment item should include inspection of the items as often as necessary to meet or exceed manufacturers' recommendations. The inspection may include, but is not limited to, conditions and appearance of materials, fastenings, seals, drive systems, lubrication, or other elements. Deficiencies should be noted each time an item is serviced. A work order system will be utilized to record necessary work, accomplished work or conditions, or both, noted for each element. The work order also serves to assure that no element is inadvertently omitted. Remarks should be included on the work order providing specific information concerning noted problems or deficiencies.

2. Minor Repairs. Normally, repair work is not a part of the regular scheduled service. However, when the individual performing the servicing has the supplies and tools available, and the repair can be accomplished quickly, minor repairs can be performed during the scheduled servicing. This repair work should not be undertaken if it prevents completion of the servicing schedule. A condition requiring maintenance/repair discovered during scheduled servicing should be reported, so that needed work can be evaluated and performed as an emergency repair, if necessary, or as a

programmed maintenance item.

(D) Emergency Repair. Emergency work may include some items previously programmed, but only to the extent necessary to restore service, correct imminent hazards, or prevent breakdowns. Because of the expense of emergency work, the scope of emergency work will be limited to the items that are necessary to correct the emergency condition. In many instances, this will limit the work to temporary repairs until a permanent solution can be achieved. Completion of any remaining corrective work will be programmed to provide the most cost-effective procedure.

(E) Repair versus Replacement. When repairs are estimated to cost more than fifty percent (50%) of the replacement cost of an item or system, the decision for repair or replacement should be supported by an analysis of the total cost of ownership. The total cost of ownership includes installed cost, operational cost, maintenance cost, salvage value, and life cycle considerations. The most economical method (repair or replacement) should be selected for programmed repairs.

(F) Equipment. Each item of facility equipment has a requirement for inspection and servicing after a specific interval of operation. The goal of inspecting and servicing equipment will be to maintain peak equipment efficiency during its expected life cycle to minimize downtime and equipment failure. Equipment preventive maintenance will be scheduled and tracked through the appropriate software system.

(G) Backlog of Maintenance/Repair. Facility managers are responsible for minimizing the maintenance/repair backlog through preventative maintenance, conservation, and effective use of available resources.

1. Operations Budget Items. Minor items in the backlog of maintenance/repair work that can be accomplished by in-house forces or with standing maintenance contracts should be specifically identified and included in the written justification for operations budget.

2. Capital Improvement Items. Major items in the backlog of maintenance/repair work should be specifically identified and included in the Capital Improvement Budget.

(H) Plans and Specifications. All work that involves the structural integrity of the facility, life safety modifications, or major revisions or major additions of elements in the utility systems shall have plans and specifications prepared under the supervision of a registered architect or registered professional engineer. The professional is required to affix a professional seal to those plans. These plans and specifications shall comply with the requirements, codes and standards listed in 1 CSR 30-3.030. This requirement applies to work performed by in-house personnel, as well as by contract. Emergency work that involves the facility structure, or major revisions or additions of elements or controls in the utility systems, when time will not permit preparation of plans and specifications, shall be performed under the supervision of a registered architect or registered professional engineer. Emergency work shall be documented and maintained as a part of the as-built drawings for the facility.

(I) Contracts. Maintenance and/or repair may be accomplished through the use of in-house personnel, through the use of individual contracts, or through the use of standing contracts. Services, materials, equipment and supplies for maintenance and/or repair will be procured in accordance with the provisions of Chapter 8 or Chapter 34, RSMo, as amended. Personnel are not authorized to procure services, materials, equipment, or supplies exceeding twenty-five thousand dollars ($25,000) in value unless specific authority has been delegated to the employee for such procurement. Contracts exceeding twenty-five thousand dollars ($25,000) in value will be handled by Division of Facilities Management, Design and Construction contracts staff or by the Division of Purchasing, as appropriate.

(J) The Division of Facilities Management, Design and Construction uses software programs to track the maintenance and repairs needed and performed at facilities statewide, including to plan preventative maintenance activities/functions, to create, track, maintain, and schedule work orders for maintenance personnel to perform facility repairs, and to track maintenance inventory. Facility managers are responsible for familiarizing themselves with the software systems utilized by the Division of Facilities Management, Design and Construction and utilizing such systems as directed.

(4) Facility Safety.

(A) Safety Inspections. Fire systems, elevators, backflow preventers, emergency lighting, fire extinguishers, public address systems, as well as other life safety systems will be inspected according to all applicable local and state codes and ordinances, and as set forth herein.

(B) Emergency Planning. Preplanned response to emergencies is essential for the safety of personnel and for minimizing property damage. Therefore, plans for action in the event of emergencies will be prepared and include the following:

1. Actions and procedures to promote protection and safety of personnel and to minimize potential damage to property.

2. A listing of all current staff that are Federal Emergency Management Agency/State Emergency Management Agency (FEMA/SEMA) certified staff members.

3. Designation of knowledgeable personnel to coordinate actions to minimize or control potential damage.

4. Actions to be taken in the event of fires or other emergencies in adjacent facilities or areas. Liaison to allow notification to or from occupants in adjacent facilities will be established.

5. Actions for appropriate operation of electrical controls. This planning shall be coordinated with local emergency agencies to assure their awareness of these actions for their own operations in an emergency.

(C) Evacuation Plans. Evacuation plans will be established for each facility, and include clearly marked routes, exits, and assembly areas for occupants, one (1) designated employee to ensure evacuation of the area, designation of fire lanes in drives adjacent to the facility, and actions to assure that these lanes remain clear. Evacuation plans will be posted in prominent locations throughout the facility. A line drawing floor plan of a minimum eight and one-half inches by eleven inches (8 1/2" × 11") size paper will be prepared for each floor to show evacuation routes, and posted in prominent locations on the corresponding floor.

(D) Coordination with Local Agencies and SEMA. All emergency and evacuation plans will be coordinated with local agencies for fire and police protection and for disaster planning to assure organized efforts by all parties when action is necessary. Local agencies will be consulted in the development of emergency plans for their recommended responses. State facilities may be used for shelter in cases of disasters. The use of state facilities for shelter will be coordinated and preplanned in the event other suitable local facilities are not available. The Continuity of Operations (COOP) and Continuity of Government (COG) emergency preparedness plan processes will be coordinated with the State Emergency Management Agency (SEMA) for all state entities to provide emergency contact information in the event of an emergency declaration.

(E) Emergency Drills.

1. Fire Drills. At least once annually, in addition to regular alarm system tests, a fire drill will be held. All personnel shall evacuate the facility by designated routes to designated assembly areas. One (1) or more employees, as appropriate, will be designated to assure that fire lanes have been cleared.

After each fire drill, the facility manager will obtain a report of actions and observations from each person assigned a fire emergency task. Reports may be formal or informal and will be considered in reviewing the effectiveness of the fire drill. After reviewing actions and results of fire drills, the facility manager will take action and/or make recommendations, as appropriate, to incorporate improvements into the plan.

2. Tornado Drills. Tornado drills will be held periodically to familiarize personnel with appropriate procedures. Each tornado drill will be evaluated by the agency to determine effectiveness and to make improvements.

(F) Fire Prevention and Protection.

1. Coordination with local fire department. Facility managers for each site will establish a liaison with the local fire department and invite the local fire personnel to make informal inspections and recommendations for fire prevention and protection. The visits by fire department also provide the opportunity for them to be familiar with the facility and contents, which will enhance the effectiveness of their operation if a fire occurs. The coordination will also address emergency actions that are appropriate for state employees at the facility, including limitations on actions by these employees.

2. Inspections by the Facilities Management Design and Construction. Facility managers will designate one (1) or more persons to make regular scheduled fire prevention inspections, including fire extinguishers. The number of persons designated will depend on the area, the items to be inspected, and the interval between inspections. Each extinguisher will have a tag to record date and initials for each inspection. In some locations, these inspections can be incorporated into preventative maintenance schedules. A report of deficiencies noted will be made to the facility manager, and corrective action will be initiated.

3. Installed alarm systems. Installed alarm systems will be included in preventative inspection and maintenance schedules and tested periodically on a regular schedule. The date and results of each test will be entered into the system maintenance file record. Failure of an alarm system to function properly in a test is considered an emergency condition, and corrective action will be taken immediately.

4. Grounds maintenance should incorporate measures to minimize potential for trash, grass, or brush fires.

(G) Electrical System Safety.

1. Applicable code requirements will be met for all wiring and electrical equipment on maintenance or repair projects.

2. Inspections. Preventative inspection and maintenance schedules will include inspection (and servicing as appropriate) of electric wiring and equipment. Deficiencies noted in capacity or condition of electric wiring or equipment will be evaluated immediately to determine the potential as imminent hazards. Deficiencies determined to be imminent hazards will be scheduled for immediate correction. Other noted deficiencies will be scheduled by priority.

3. Repairs. Repairs to electrical wiring and equipment will be accomplished only by experienced personnel following procedures to assure minimum potential hazards. Repairs to electrical wiring or electrical equipment will be accomplished by using a lockout/tagout procedure with a team of two (2) or more persons. Materials and equipment installed during the electrical repairs will be in accordance with current International Building Code (IBC) electrical codes.

(H) Lighting. Safety and/or emergency lighting will provide minimum lighting levels to assure safe movement of personnel. Emergency lighting, including exit lights, will be included in preventative inspection and maintenance programs, to assure proper functioning in accordance with current IBC electrical codes. Night lighting will be adequate to provide minimum essential light levels in all corridors or aisles.

(I) Floor loads. Floors are designed to carry specific loads. Normally these loads are expressed in terms of concentrated loads (such as file cabinets) on a small area or uniform loads (such as desks) spread over a wider area. Facility managers will become familiar with the design floor loads and ensure that equipment and/or rows of file cabinets or similar heavy loadings do not exceed the designed capacity. When expertise is not available in the department/agency, requests for assistance in establishing floor load capacities may be directed to the Project Management Unit of the Division of Facilities Management, Design and Construction.

(J) Floor and stair finishes. Floor and stair finishes will be maintained in a safe condition. Selection of floor waxes should include consideration for skid resistance and stairs should have nonskid surfaces or strips. Tiles on floors or stairs, stair nosing, nonskid surfaces, or strips will be maintained in a secure uniform surface. In corridors, aisles or stairs, loose, broken, or missing tile, stair nosing, or nonskid materials will be considered as imminent health and safety hazards and scheduled for immediate correction.

(K). Equipment, controls and moving elements. Equipment with exposed moving elements or drives will be in enclosed and/or locked spaces to prevent accidental contact by personnel. High voltage, high amperage, and high temperature equipment or controls will be in locked cabinets and/or spaces with access limited to authorized personnel. Main electrical control equipment, main valves, and other utility or equipment controls will be in locked spaces with access limited to authorized personnel.

(L) Storage of flammable materials and gases. Storage for flammable materials and gases will be limited to the minimum quantities, consistent with usage rates and available delivery schedules. Since these materials are especially hazardous to health, safety, and property, they will be stored and handled accordingly. Ventilated, secured storage accessible only to authorized personnel will comply with current codes, standards, and Missouri Emergency Response Commission (MERC) reporting requirements. The access to and storage or use of these materials will be carefully controlled in accordance with current codes and standards.

(5) Security.

(A) General. Security standards indicated in this section are minimal and apply to physical security of facilities. These standards do not address requirements for security personnel or security requirements for functions or activities of the facility occupants, since these are operational responsibilities of the various department/agencies.

(B) Locks and Access Control. The security of locks within a facility will be commensurate with the level of need for security of the area or element being secured. All access devices made for locking facilities or facility equipment will be numbered and identified (in records) with the locking device. Each access device for a facility locking mechanism will be issued by number to a specific individual, and the issue of all access devices will be recorded in a control register. All personnel leaving employment at the facility shall return all access devices issued for facility locking devices and the returns will be recorded in the register. A periodic inquiry will be made to determine the location of all access devices for facility locking devices. If an access device is missing, a determination of need for changing the locks and issuing new keys will be made.

(C) After Hours Access. After hours access to every facility shall be limited to an absolute minimum, consistent with requirements for accomplishing assigned functions or tasks. This access shall be documented.

(D) Security Lighting. Security lighting will be designed and used with consideration

for minimum effective light levels and energy conservation. Controls for automatic turn-on and turn-off should be considered in all security lighting.

(E) Coordination with Local Law Enforcement. Coordination will be established with local law enforcement agencies to enhance the security of all state facilities. Coordination will include providing names of persons to be notified in case of emergency or breach of physical security and a request for surveillance and/or patrols of the area. Local law enforcement authorities will be notified of the presence and/or location of items needing a high degree of security and items that may be likely targets for theft and vandalism. Posted signs for notification in case of emergency will list only the telephone number of the local law enforcement or security office. The local law enforcement or security office can then notify personnel who should respond for an emergency. This notification system avoids the danger of an employee being forced to provide entry for unauthorized persons.

(F) Video Surveillance. The Division of Facilities Management, Design and Construction and/or the Capitol Police currently use video surveillance in some state facilities as a security measure, including the Capitol Building, and may use video surveillance in other facilities, as determined to be necessary.

(G) Metal detector and/or security guards. The Division of Facilities Management, Design and Construction and/or the Capitol Police currently use metal detectors and security guards in some facilities for added security. Metal detectors and/or security guards may be placed in additional facilities, as determined to be necessary.

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1 CSR 30-4.030 Maintenance Program Standards and Procedures
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1 CSR 30-4.040 Facility Safety and Security
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1 CSR 30-4.050 Public Use of State Facilities
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