

VOTE OF THE
MASSACHUSETTS STATE COLLEGE BUILDING AUTHORITY
APPROVING

**THE FISCAL YEAR 2023
SCHEDULE OF PROPOSED RENTS AND OPERATING BUDGET
FOR THE AUTHORITY AND STATE UNIVERSITY RESIDENCE HALLS**

VOTED: The Massachusetts State College Building Authority (the "Authority") hereby approves the Schedule of Proposed Rents and Operating Budget for the Authority and State University Residence Halls for Fiscal Year 2023, attached hereto, and authorizes Edward H. Adelman, Executive Director, to transmit the schedule in substantially the same form to the Commonwealth's Board of Higher Education.

Approved in Public Meeting of the Authority
December 15, 2021

MASSACHUSETTS STATE COLLEGE BUILDING AUTHORITY

CERTIFICATE OF VOTE

I, Michael Fallon, Chairman of the Massachusetts State college building authority (the "Authority"), a body politic and corporate created by Chapter 703 of the Acts of 1963 of the Commonwealth of Massachusetts, hereby certify that the following is a true copy of the vote taken at a meeting of the Members of the Authority in accordance with the bylaws of the Authority, which meeting was held December 15, 2021 at 1:00 pm.

A quorum being present, upon motion duly made and seconded, it was:

VOTED: The Massachusetts State College Building Authority (the "Authority") hereby approves the Schedule of Proposed Rents and Operating Budget for the Authority and State University Residence Halls for Fiscal Year 2023, attached hereto, and authorizes Edward H. Adelman, Executive Director, to transmit the schedule in substantially the same form to the Commonwealth's Board of Higher Education.

By: 
Michael Fallon (Dec 20, 2021 13:05 EST)
Michael Fallon
Chairman

Dated: December 15, 2021

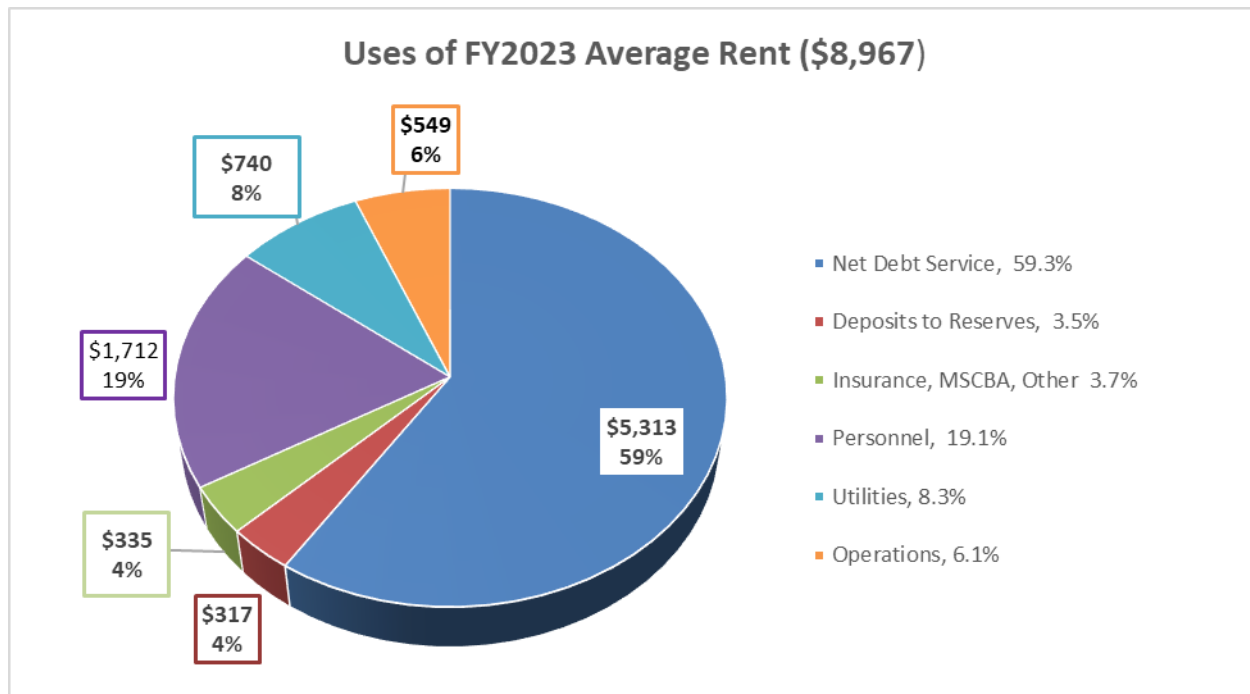
FISCAL YEAR 2023
SCHEDULE OF PROPOSED RENTS AND OPERATING BUDGET
FOR THE AUTHORITY AND STATE UNIVERSITY RESIDENCE HALLS

In accordance with the provisions of the Contract for Financial Assistance, Management and Services and pursuant to Section 1-9 of Ch. 703 of the Acts of 1963 as amended, the Massachusetts State College Building Authority hereby submits its Fiscal Year 2023 Schedule of Proposed Rents and Operating Budget for the Authority and State University Residence Halls. The Authority hereby informs the Board of Higher Education that the proposed rents produce revenue sufficient to pay Authority expenses, including maintenance, repair, operations, debt service, reserves, and administration, and recommend approval accordingly.

Fiscal Year 2023 Rent Recommendations

Student rents fund costs of operating the residence halls (salaries, utilities, and repairs) as well as the Authority’s residence hall debt service, insurance premiums, deposits to capital improvement reserves, and Authority operating costs. The Authority receives no Commonwealth appropriations for these costs.

The recommended schedule of residence hall rents (Schedule 4) averages \$8,967 in FY2023. The following chart illustrates the uses of the average rent:



This rent recommendation represents a 2.4% increase over FY2022 approved average rent. The table below displays the recent history of average rent increases.

Average Rent Increase on Existing Beds

2006/2007	2008/2009	2010/2011	2012/2013	2014/2015	2016/2017	2018/2019	2020/2021	2021/2022	2022/2023
6.2%	6.0%	3.5%	2.3%	2.1%	3.8%	3.2%	3.1%	1.4%	2.4%

Schedules and Attachments

This Schedule of Proposed Rents and Operating Budget is supported by the following schedules:

Schedule 1: Authority Comprehensive Budget – This schedule shows sources of Authority-held revenues derived from State University assessments and other sources and the uses of such funds, including the Authority’s operations, debt service payments, and deposits to reserves.

Schedule 2: Authority Operating Budget – This schedule, a subset of Schedule 1, shows the detail of the Authority’s actual FY2021, FY2022 actual spending through September 30, 2021, and proposed FY2023 operating budget.

Schedule 3: Residence Hall Trust Fund Budget – This schedule is the consolidated residence hall operating budgets, including actual results for FY2020, updated results for FY2021, updated budget for FY2022, and proposed FY2023 budget. Revenues are collected directly by the universities and consist primarily of student rents. Expenditures for residence hall operating expenses and other costs are paid directly by the universities. Schedule 3 includes expenditures for debt service, insurance, MSCBA operations, and deposits to reserves that are assessed by and remitted to the Authority. The schedule also includes beginning and ending residence hall trust fund balances.

Schedule 4: Residence Halls Room Rents – This schedule shows the fall 2021 design occupancy for each residence hall, the FY2022 approved rents for each room configuration, and the proposed rents for FY2023.

Schedule 5: Student Life Project Gross Debt Service Assessments – This schedule shows the gross debt service for Student Life projects. Student Life projects are primarily assessed for debt service. Contributions for capital reserves and insurance premiums are also assessed where applicable.

Schedule 6: Residence Hall Occupancy Rates – This schedule shows the actual residence hall occupancy data for each of the nine state universities for the four most recent fiscal years.

In addition, there are two attachments.

Attachment 1: Residence Hall Policies, Fiscal Year 2023 includes the policy guidelines promulgated by the Authority for the benefit of the residence hall life functions of each state university.

Attachment 2: Residence Hall Preventive Maintenance Guide is the Authority’s recommended approach to maintaining and improving the operational efficiency of the residence halls.

Massachusetts State College Building Authority

Schedule 1: Comprehensive Operating Budget - FY20 Actual, FY21 Updated, FY22 Proposed

Authority assessments and other Authority held revenues against Authority operations (Schedule 2), debt service, and (Schedules 3 and 5).

Revenues and expenditures/deposits to reserves for fiscal year 2023 are projected to be balanced at \$107.1 million.

	FY21 Actual	FY22 Update	FY23 Proposed
<u>REVENUES</u>			
Assessment Revenues	55,640,227	85,923,383	115,718,942
Residence - Gross DS & Other	46,129,653	68,495,055	89,934,428
Student Life Gross DS & Other	9,510,574	17,428,329	25,784,513
Debt Service Credits	(\$20,631,484)	(\$8,608,874)	(\$10,312,264)
DSRF Interest Earnings and Corpus Releases	(18,108,689)	(6,240,000)	(8,107,442)
Build America Bonds Subsidy	(2,386,524)	(1,999,325)	(1,966,403)
Capitalized Interest and Other	(136,271)	(369,549)	(238,419)
Net Assessment Revenues	\$35,008,743	\$77,314,509	\$105,406,678
Other Revenues	-	2,500,000	1,700,000
DSRF Interest Earnings for Supplemental System CIR Deposits	-	2,500,000	1,700,000
TOTAL REVENUES	\$35,008,743	\$79,814,509	\$107,106,678
<u>EXPENDITURES & DEPOSITS TO RESERVES</u>			
Operating Expenses	\$3,529,540	\$3,585,329	\$3,878,214
Authority Operating Budget (excl. Capital*)	2,025,944	2,024,843	2,197,873
Property and Liability Insurance	1,503,596	1,560,486	1,680,341
Net Debt Service & Deposits to Reserves	\$31,915,147	\$76,229,180	\$103,228,464
Net Debt Service Due	27,472,770	64,939,355	91,587,699
System Capital Improvement Reserve	2,758,617	4,588,029	4,905,107
Supplemental System Capital Improvement Reserve	-	2,500,000	1,700,000
Campus Project Capital Reserve	1,683,760	2,801,796	3,635,658
Multipurpose Reserve	-	400,000	400,000
Supplemental Reserve	-	1,000,000	1,000,000
TOTAL EXPENDITURES & DEPOSITS TO RESERVES	\$35,444,687	\$79,814,509	\$107,106,678
Revenues Minus Expenditures & Reserves	(\$435,944)	\$0	\$0
<i>Change/Revenues</i>	-1.25%	0.00%	0.00%
<i>Debt Service/Expenditures & Reserves</i>	77.5%	81.4%	85.5%
<i>*Management Fee Transfers for PM Salary & Expense</i>	\$411,130	\$650,243	\$617,322

Massachusetts State College Building Authority
Schedule 2: Authority Operating Budget FY21 Actual, FY21 Approved and Q1, FY23 Proposed

A subset of "Schedule 1" which shows detail of Authority salary and other operating expenditures.

In fiscal 2023 the budget is projected to be \$2.82 million, inclusive of capital spending, a 5% increase from the fiscal year 2022 approved budget.

	FY21 Actual	FY22 Approved	FY22 Spending Thru 9/30/2021	% Spending Thru 9/30/2021	FY23 Proposed	Variance % FY23/22 Approved
CATEGORY						
Authority Operating Salary	1,305,306	1,159,583	326,605	28%	1,312,013	13%
AA Salary & Taxes	1,192,859	1,046,270	323,530	31%	1,195,301	14%
BB Medical & Dental Insurance	84,671	83,313	3,075	4%	85,812	3%
CC Retiree Health Insurance	27,776	30,000	-	0%	30,900	3%
Consultants	172,720	218,460	30,784	14%	225,000	3%
DD Consultant Services	30,695	48,500	540	1%	50,000	3%
EE Contract Services	83,025	99,960	25,744	26%	100,000	0%
FF Trustee Services	59,000	70,000	4,500	6%	75,000	7%
Legal & Accounting	163,841	195,000	52,751	27%	200,000	3%
GG Legal Services	64,263	85,000	17,901	21%	85,000	0%
HH Accounting Services	99,578	110,000	34,850	32%	115,000	5%
Occupancy Expense	288,897	302,000	73,467	24%	311,060	3%
II Rent & Utilities	288,897	302,000	73,467	24%	311,060	3%
II Moving Costs - Physical +IT						
Authority Administrative Expense	95,180	149,800	21,577	14%	149,800	0%
JJ Authority Expense	29,996	56,000	13,736	25%	56,000	0%
KK Software	21,890	35,000	309	1%	35,000	0%
LL Office Supplies	5,110	6,000	1,019	17%	6,000	0%
MM Subscription & Publication Fees	5,993	4,000	102	3%	4,000	0%
NN Telephone & Data Services	26,013	38,800	5,221	13%	38,800	0%
OO Office Equipment (computer/furniture)	6,178	10,000	1,191	12%	10,000	0%
	411,130	650,243	108,836	17%	617,322	-5%
PP Salary & Taxes	383,565	616,097	108,836	18%	582,152	-6%
QQ Medical & Dental Insurance	27,566	34,146	-	0%	35,170	3%
Operating Budget Inclusive of Capital Funds	2,437,075	2,675,086	614,021	23%	2,815,195	5%
Operating Budget Exclusive of Capital Funds	2,025,944	2,024,843	505,185	25%	2,197,873	9%

Massachusetts State College Building Authority

Schedule 3: Aggregate Residence Halls Budget - FY20 Actual, FY21 Updated, FY22 Updated, and FY23 Proposed

Consolidated residence hall annual operating budgets. Revenues are collected directly by the universities and consist primarily of student rents. Building operating expenditures and other operating costs are paid directly by the universities. Expenditures for debt service, MSCBA operating, insurance, and deposits to reserves are typically assessed by and remitted to the Authority.

Revenues, including federal aid applied to the RHTFs, for fiscal year 2023 are projected to be \$123.0 million and total expenditures at \$128.8 million, yielding a potential ending fund balance of \$16.4 million, dependent on the outcome of the FY22 actuals. The ending Residence Hall Trust Fund balance is projected to be 15.3% of prior year expenditures.

	FY20 Actual (\$)	FY21 Update (\$)	FY22 Update (\$)	FY23 Proposed (\$)	FY23/22 Variance (\$)	FY23/22 Variance (%)
OPENING FUND BALANCE a/o JULY 1 (RHTF)	\$22,226,518	\$7,950,054	\$17,906,830	\$22,189,943	\$4,283,113	23.9%
REVENUES						
Academic Year Revenue (net of grants)	97,280,242	58,894,062	108,031,602	120,676,762	\$12,645,160	11.7%
Summer Rental and Conference	1,927,364	327,792	707,128	1,769,870	\$1,062,742	150.3%
University Support for Projects	596,741	715,000	715,000	715,000	\$0	0.0%
Other Income	5,208,734	6,055,974	4,845,066	2,974,247	(\$1,870,819)	-38.6%
Housing Grants		(3,728,921)	(3,907,540)	(3,959,614)	(\$52,075)	1.3%
Federal Aid to Support the Operating Reserve	8,049,539	17,310,546	2,100,000	-	(2,100,000)	-100.0%
University Support for the Operating Reserve	4,514,515	4,368,825	(1,454,434)	790,811	\$2,245,245	-154.4%
TOTAL REVENUES	\$117,577,136	\$83,943,278	\$111,036,822	\$122,967,076	\$11,930,254	10.7%
EXPENDITURES						
Building Expenses	42,293,423	42,498,472	44,672,283	47,355,583	\$2,683,299	6.0%
Salary & Benefits	23,073,893	22,777,898	24,362,018	26,459,804	\$2,097,787	8.6%
Operations & Maintenance	8,178,165	7,881,956	7,907,499	8,483,735	\$576,235	7.3%
Energy/Sewer & Water	10,297,288	10,173,319	11,391,216	11,440,202	\$48,986	0.4%
Administrative & Technology	744,078	1,665,299	1,011,550	971,842	(\$39,708)	-3.9%
MSCBA Residence Hall Assessments	85,805,011	29,280,274	61,942,838	81,284,241	\$19,341,402	31.2%
Other Costs	3,755,164	2,207,757	138,587	138,587	\$0	0.0%
Housing Grant Program	2,418,449	808,170	-	-	\$0	0.0%
Other Disbursements	1,336,715	1,399,587	138,587	138,587	\$0	0.0%
TOTAL EXPENDITURES	\$131,853,599	\$73,986,502	\$106,753,709	\$128,778,410	\$22,024,702	20.6%
Change in Net Position	(\$14,276,463)	\$9,956,775	\$4,283,113	(\$5,811,335)	(\$10,094,448)	-235.7%
ENDING FUND BALANCE a/o June 30 (RHTF)	\$7,950,054	\$17,906,830	\$22,189,943	\$16,378,609	(\$5,811,335)	-26.2%
<i>Fund Balance / Prior Year Expenditures</i>	6.1%	13.6%	30.0%	15.3%		
DESIGN OCCUPANCY TOTAL	16,939	17,001	16,980	16,626	(354.00)	-2.1%
System Beds (built prior to CY 2000)	10,224	10,249	10,243	9,889	(354.00)	-3.5%
Campus Beds (built in or after CY 2000)	6,715	6,752	6,737	6,737	-	0.0%

Massachusetts State College Building Authority
Schedule 4: Residence Halls Room Rents - FY22 Approved, FY23 Proposed

Certified Fall 2021 design occupancy and proposed rents for fiscal year 2023 for both “system” and “campus” beds. Reflects base room rent for the Residence Hall Trust Fund. Auxillary and other fees not shown. Resident Assistant or Academic Mentors income not included in revenue calculations for campuses with an asterisk (*).

	Fall 2021 Design Occupancy	FY22 Approved Rent (\$)	FY23 Proposed Rent (\$)
<u>Bridgewater State*</u>	<u>3,298</u>		
Great Hill - RA	3		
Great Hill - Singles	195	9,800	10,070
Miles-Dinardo - RA	12		
Miles-Dinardo - Medical Singles	5	8,510	8,660
Miles-Dinardo - Singles	8	8,920	9,100
Miles-Dinardo - Doubles	369	8,510	8,660
Pope - RA	9		
Pope - Medical Singles	3	8,100	8,160
Pope - Singles	2	8,554	8,640
Pope - Doubles	172	8,100	8,160
Scott - RA	8		
Scott - Medical Singles	1	8,100	8,160
Scott - Singles	2	8,554	8,640
Scott - Doubles	141	8,100	8,160
Shea/Durgin - RA	20		
Shea/Durgin - Singles	2	8,554	8,640
Shea/Durgin - Doubles	638	8,100	8,160
Woodward - RA	6		
Woodward - Doubles	225	8,100	8,140
SUBTOTAL - SYSTEM	<u>1,821</u>		
Stonehouse (East) Hall - RA	7		
Stonehouse (East) Hall - Medical Singles	9	8,780	8,960
Stonehouse (East) Hall - Singles	148	9,750	9,970
Stonehouse (East) Hall - Doubles	136	8,780	8,960
Crimson Hall - RA	7		
Crimson Hall - Medical Singles	3	8,860	9,360
Crimson Hall - Singles	90	9,970	10,480
Crimson Hall - Doubles	308	8,860	9,360
Pope & Scott Addition - Medical Singles	0	8,100	8,160
Pope & Scott Addition - Doubles	269	8,100	8,160
Weygand Hall - RA	12		
Weygand Hall - Medical Singles	7	9,130	9,360
Weygand Hall - Singles	89	10,220	10,480
Weygand Hall - Doubles	392	9,130	9,360
SUBTOTAL - CAMPUS	<u>1,477</u>		

Massachusetts State College Building Authority
Schedule 4: Residence Halls Room Rents - FY22 Approved, FY23 Proposed

Certified Fall 2021 design occupancy and proposed rents for fiscal year 2023 for both "system" and "campus" beds. Reflects base room rent for the Residence Hall Trust Fund. Auxillary and other fees not shown. Resident Assistant or Academic Mentors income not included in revenue calculations for campuses with an asterisk (*).

	Fall 2021 Design Occupancy	FY22 Update Rent	FY23 Proposed Rent (\$)
<u>Fitchburg State*</u>	<u>1,705</u>		
Apartments - RA	3		
Apartments - Singles	186	9,350	9,800
Aubuchon Suites - RA	10		
Aubuchon Suites - Premium Singles (Doubles as Singles)	0	8,000	9,534
Aubuchon Suites - Doubles	315	7,270	7,620
Herlihy - RA	4		
Herlihy - Singles	3	8,097	8,404
Herlihy - Designed Premium Singles	1	8,526	8,900
Herlihy - Premium Singles (Doubles as Singles)	8	8,526	8,900
Herlihy - Doubles and Triples as Singles	0	8,097	8,404
Herlihy - Doubles	114	6,600	6,998
Herlihy - Triples	24	6,600	6,998
Mara - RA	9		
Mara - Singles	3	8,536	8,918
Mara - Premium Singles (Doubles as Singles)	0	8,000	9,534
Mara - Doubles	316	7,270	7,620
Russell - RA	12		
Russell - Singles	14	8,097	8,404
Russell - Single Suites	12	8,536	8,918
Russell - Designed Premium Single w/ Bath	9	8,536	8,900
Russell - Doubles & Triples as Singles	0	8,097	8,404
Russell - Doubles	244	6,600	6,998
Russell - Double Suites	110	7,270	7,620
Russell - Triples	34	6,600	6,998
Russell - Triple Suites	10	7,270	7,620
SUBTOTAL - SYSTEM	<u>1,441</u>		
Cedar Street House - RA	1		
Cedar Street House - Singles	27	8,850	9,240
Mara Village Expansion - RA	2		
Mara Village Expansion - Singles	2	8,960	9,296
Mara Village Expansion - Premium Singles (Doubles as Singles)	0	7,700	7,992
Mara Village Expansion - Doubles	100	9,580	10,218
Simonds Hall - Singles	132	9,446	9,800
Simonds Hall - Designed Premium Singles	0	10,000	10,484
SUBTOTAL - CAMPUS	<u>264</u>		

Massachusetts State College Building Authority
Schedule 4: Residence Halls Room Rents - FY22 Approved, FY23 Proposed

Certified Fall 2021 design occupancy and proposed rents for fiscal year 2023 for both “system” and “campus” beds. Reflects base room rent for the Residence Hall Trust Fund. Auxillary and other fees not shown. Resident Assistant or Academic Mentors income not included in revenue calculations for campuses with an asterisk (*).

	Fall 2021 Design Occupancy	FY22 Update Rent	FY23 Proposed Rent (\$)
Framingham State	1,972		
Corinne - RA	16	8,040	8,040
Corinne - Singles	32	8,860	8,860
Corinne - Premium Singles (Doubles as Singles)	34	11,040	11,040
Corinne - Doubles as Singles	0	8,040	
Corinne - Doubles	422	8,040	8,040
Horace Mann - RA	3	8,040	8,040
Horace Mann - Singles	98	8,860	8,860
Horace Mann - Premium Singles (Doubles as Singles)	0	11,040	11,040
Horace Mann - Doubles as Singles	0	9,360	
Horace Mann - Doubles	6	8,040	8,040
Horace Mann - Jr. Suite Singles	4	9,360	9,360
Horace Mann - Jr. Suite Premium Singles (Doubles as Singles)	0	11,540	11,540
Horace Mann - Jr. Suite Doubles as Singles	0	8,540	
Horace Mann - Jr. Suite Doubles	8	8,540	8,540
Larned - RA	10	8,040	8,040
Larned - Premium Singles (Doubles as Singles)	0	11,040	11,040
Larned - Doubles/Triples/Quads as Singles	0	8,040	8,040
Larned - Doubles	306	8,040	8,040
Larned - Triples	30	8,040	8,040
Larned - Quads	16	8,040	8,040
Linsley- RA	5	8,040	8,040
Linsley - Singles	2	9,140	9,140
Linsley - Premium Singles (Doubles as Singles)	0	11,540	11,540
Linsley - Doubles	70	8,540	8,540
Linsley - Suites Premium Singles (Doubles as Singles)	0	12,540	12,540
Linsley - Suites Doubles	80	9,540	9,540
Peirce - RA	3	8,260	8,260
Peirce - Singles	87	8,860	8,860
Peirce - Premium Singles (Doubles as Singles)	0	11,040	11,040
Peirce - Doubles as Singles	0	8040	
Peirce - Doubles	14	8,040	8,040
SUBTOTAL - SYSTEM	<u>1,246</u>		
Mary Miles Bibb Hall - RA	10	8,640	8,640
Mary Miles Bibb Hall - Singles	16	10,640	10,640
Mary Miles Bibb Hall - Suite Singles	0	10,640	10,640
Mary Miles Bibb Hall - Suite Premium Singles (Doubles as Singles)	0	13,640	13,640
Mary Miles Bibb Hall - Suite Doubles as Singles	0	10,640	
Mary Miles Bibb Hall - Suite Doubles	184	10,640	10,640
Mary Miles Bibb Hall - Conjoined Premium Singles (Doubles as Singles)	0	12,640	12,640
Mary Miles Bibb Hall - Conjoined Doubles as Singles	0	9,640	9,640
Mary Miles Bibb Hall - Conjoined Doubles	200	9,640	9,640
West Hall - RA	9	8,640	8,640
West Hall - Singles	35	10,640	10,640
West Hall - Premium Singles (Doubles as Singles)	0	12,640	12,640
West Hall - Doubles as Singles	0	9,640	
West Hall - Doubles	272	9,640	9,640
SUBTOTAL - CAMPUS	<u>726</u>		

Massachusetts State College Building Authority
Schedule 4: Residence Halls Room Rents - FY22 Approved, FY23 Proposed

Certified Fall 2021 design occupancy and proposed rents for fiscal year 2023 for both “system” and “campus” beds. Reflects base room rent for the Residence Hall Trust Fund. Auxillary and other fees not shown. Resident Assistant or Academic Mentors income not included in revenue calculations for campuses with an asterisk (*).

	Fall 2021 Design Occupancy	FY22 Update Rent	FY23 Proposed Rent (\$)
<u>Mass College of Art & Design</u>	<u>919</u>		
Smith - RA	4	11,620	11,970
Smith - Singles	8	11,620	11,970
Smith - Build-up Singles as Doubles	0	9,640	9,930
Smith - Doubles as Singles (COVID)	0	10,220	10,530
Smith - Doubles	96	10,220	10,530
Smith - COVID Doubles as Singles Charged as Singles (COVID)	0	11,620	11,970
Smith - COVID Doubles as Singles Charged as Doubles (COVID)	0	10,220	10,530
Smith - Build-up Doubles as Triples	0	9,210	9,490
Smith - Kitchen Singles	2	11,880	12,240
Smith - Kitchen Doubles as Singles Charged as Singles (COVID)	0	11,090	11,420
Smith - Kitchen Doubles as Singles Charged as Doubles (COVID)	0	11,090	11,420
Smith - Kitchen Doubles	6	11,090	11,420
Smith - Build-up Kitchen Doubles as Triples	0	10,220	10,530
SUBTOTAL - SYSTEM	<u>116</u>		
Artists' Residence - RA	8	14,280	14,710
Artists' Residence - Singles	166	14,280	14,710
Artists' Residence - Singles as Doubles (Build-Up)	0	11,040	11,370
Artists' Residence - Doubles as Singles (COVID)	0	12,740	13,120
Artists' Residence - Doubles	136	12,740	13,120
Artists' Residence - Doubles as Triples	0	10,510	10,830
COVID Doubles as Singles Charged as Singles	0	14,280	14,710
COVID Doubles as Singles Charged as Doubles	0	12,740	13,120
Treehouse - RA	10	14,280	14,710
Treehouse - Singles (incl. floors 11/12)	20	14,280	14,710
Treehouse - Doubles as Singles	0	12,740	13,120
Treehouse - COVID Doubles as Singles Charged as Singles	0	14,280	14,710
Treehouse - COVID Doubles as Singles Charged as Doubles	0	12,740	13,120
Treehouse - Doubles (incl. floors 11/12)	200	12,740	13,120
Treehouse - Triples (incl. floors 11/12)	60	10,510	10,830
Treehouse - COVID Triples as Singles Charged as Singles	0	14,280	14,710
Treehouse -Premium - Singles (contract - 2022) - Floors 4-10	21	14,188	14,611
Treehouse -Premium - Doubles (contract - 2022) - Floors 4-10	140	14,188	14,611
Treehouse -Premium - Triples (contract - 2022) - Floors 4-10	42	14,188	14,611
Treehouse -Premium Singles (Floors 11&12)	0	13,354	13,750
Treehouse -Premium Doubles (Floors 11&12)	0	13,354	13,750
Treehouse -Premium Triples (Floors 11&12)	0	13,354	13,750
Treehouse -Premium Singles (contract 2022) - Floors 11&12	0	13,354	14,611
Treehouse -Premium Doubles (contract 2022) - Floors 11&12	0	13,354	14,611
Treehouse -Premium Triples (contract 2022) - Floors 11&12	0	13,354	14,611
Premium - Standard Avg. (contract 1-yr. option) - Floors 11 & 12	0	13,354	13,750
SUBTOTAL - CAMPUS	<u>803</u>		

Massachusetts State College Building Authority
Schedule 4: Residence Halls Room Rents - FY22 Approved, FY23 Proposed

Certified Fall 2021 design occupancy and proposed rents for fiscal year 2023 for both “system” and “campus” beds. Reflects base room rent for the Residence Hall Trust Fund. Auxillary and other fees not shown. Resident Assistant or Academic Mentors income not included in revenue calculations for campuses with an asterisk (*).

	Fall 2021 Design Occupancy	FY22 Update Rent	FY23 Proposed Rent (\$)
<u>Mass College of Liberal Arts</u>	<u>1,026</u>		
Berkshire - RA	8	5,000	5,000
Berkshire - Standard Singles	0	7,340	7,700
Berkshire - Doubles as Singles	0	7,340	8,100
Berkshire - Doubles	304	7,040	7,300
Flagg Townhouses - RA	8	5,000	5,000
Flagg Townhouses- Standard Singles	0	7,340	8,000
Flagg Townhouses - Doubles as Singles	0	7,340	8,400
Flagg Townhouses - Doubles	460	7,240	7,600
Flagg Townhouses - Premium Doubles (Triples as Doubles)	0		8,000
Hoosac - RA	7	5,000	5,000
Hoosac - Standard Singles	0	7,340	7,700
Hoosac - Doubles as Singles	0	7,340	8,100
Hoosac - Doubles	239	7,040	7,300
<u>Mass Maritime Academy</u>	<u>1,434</u>		
Companies 1-6	SUBTOTAL - SYSTEM	<u>1,032</u>	8,200
Companies 1-2 Expansion		168	8,200
Beachmoor (will be replaced with New Capacity project)		0	8,410
Company 4 Build Over		234	8,410
	SUBTOTAL - CAMPUS	<u>402</u>	

Massachusetts State College Building Authority
Schedule 4: Residence Halls Room Rents - FY22 Approved, FY23 Proposed

Certified Fall 2021 design occupancy and proposed rents for fiscal year 2023 for both "system" and "campus" beds. Reflects base room rent for the Residence Hall Trust Fund. Auxillary and other fees not shown. Resident Assistant or Academic Mentors income not included in revenue calculations for campuses with an asterisk (*).

	Fall 2021 Design Occupancy	FY22 Update Rent	FY23 Proposed Rent (\$)
Salem State*	2,282		
Bates - RA	8		No rates are being set for the Bates Complex because it is expected to be transferred to DCAMM in May 2022 in connection with the sale of South Campus to a 3rd party. SSU will provide funds to defease the remaining debt.
Bates - Singles	36		
Bates - Premium Singles	0		
Bates - Doubles as Singles	0		
Bates - Doubles	310		
Bowditch - RA	9	9,045	9,271
Bowditch - Academic Mentors	3		
Bowditch - Premium Singles	0	9,045	9,271
Bowditch - Doubles as Singles	0	9,045	9,271
Bowditch - Doubles	264	8,680	8,897
Peabody - RA	10	9,045	9,271
Peabody - Academic Mentors	3		
Peabody - Doubles	309	8,680	8,897
Peabody - Doubles as Singles	0	9,045	9,271
SUBTOTAL - SYSTEM	952		
Atlantic Hall - RA	10	11,720	12,013
Atlantic Hall - Singles	164	11,720	12,013
Atlantic Hall - Doubles as Singles	0	11,720	12,013
Atlantic Hall - Doubles	278	10,910	11,183
Marsh Hall - RA	15	9,990	10,240
Marsh Hall - Academic Mentors	5		
Mash Hall - Doubles as Singles	0	9,990	10,240
Marsh Hall - Doubles	505	9,740	9,984
Viking Hall - RA	10	10,455	10,716
Viking Hall - Academic Mentors	3		
Viking Hall - Singles	8	10,455	10,716
Viking Hall - Doubles and Suite Doubles as Singles	0	10,455	10,716
Viking Hall - Doubles	282	9,970	10,219
Viking Hall - Suite Doubles	38	10,210	10,465
Viking Hall - Suite Singles	12	10,455	10,716
SUBTOTAL - CAMPUS	1,330		

Massachusetts State College Building Authority
Schedule 4: Residence Halls Room Rents - FY22 Approved, FY23 Proposed

Certified Fall 2021 design occupancy and proposed rents for fiscal year 2023 for both “system” and “campus” beds. Reflects base room rent for the Residence Hall Trust Fund. Auxillary and other fees not shown. Resident Assistant or Academic Mentors income not included in revenue calculations for campuses with an asterisk (*).

	Fall 2021 Design Occupancy	FY22 Update Rent	FY23 Proposed Rent (\$)
<u>Westfield State</u>	<u>2,680</u>		
Apartments - RA	6	8,500	8,300
Apartments - Singles	90	8,500	8,800
Apartments - Deluxe Singles	0		10,300
Apartments - Doubles	168	8,500	8,300
Apartments - Triples	6	8,500	8,300
Courtney - RA	11	7,700	8,300
Courtney - Premium Singles	5	9,700	10,300
Courtney - Doubles	356	7,700	8,300
Courtney - Triples	96	7,700	8,300
Courtney - Quads	0	7,700	8,300
Davis - RA	8	7,700	8,300
Davis - Medical Singles	6	7,700	8,300
Davis - Premium Singles	0	9,700	10,300
Davis - Doubles	244	7,700	8,300
Davis - Triples	0	7,700	8,300
Davis - Quads	8	7,700	8,300
Dickinson - RA	8	7,700	8,300
Dickinson - Medical Singles	7	7,700	8,300
Dickinson - Premium Singles	0	9,700	10,300
Dickinson - Doubles	260	7,700	8,300
Dickinson - Quads	0	7,700	8,300
Lammers - RA	8	7,700	8,300
Lammers - Medical Singles	6	7,700	8,300
Lammers - Premium Singles	0	9,700	10,300
Lammers - Doubles	264	7,700	8,300
Lammers - Triples	33	7,700	8,300
Scanlon - RA	10	7,700	8,300
Scanlon - Medical Singles	6	7,700	8,300
Scanlon - Doubles	66	7,700	8,300
Scanlon - Triples	160	7,700	8,300
Scanlon - Quads	34	7,700	8,300
SUBTOTAL - SYSTEM	<u>1,866</u>		
New Hall - RA	9	8,500	8,300
New Hall - Singles	160	8,500	8,800
New Hall - Doubles	234	8,500	8,300
University Hall - RA	9	7,700	8,300
University Hall - Singles	38	8,500	8,800
University Hall - Doubles	364	8,500	8,300
SUBTOTAL - CAMPUS	<u>814</u>		

Massachusetts State College Building Authority
Schedule 4: Residence Halls Room Rents - FY22 Approved, FY23 Proposed

Certified Fall 2021 design occupancy and proposed rents for fiscal year 2023 for both “system” and “campus” beds. Reflects base room rent for the Residence Hall Trust Fund. Auxillary and other fees not shown. Resident Assistant or Academic Mentors income not included in revenue calculations for campuses with an asterisk (*).

	Fall 2021 Design Occupancy	FY22 Update Rent	FY23 Proposed Rent (\$)
<u>Worcester State</u>	<u>1,584</u>		
Chandler Village - RA	12	8,478	8,698
Chandler Village - Singles	212	8,788	8,998
Chandler Village - Doubles	196	8,178	8,398
Dowden Hall - RA	8	8,478	8,698
Dowden Hall - Singles	5	8,478	8,698
Dowden Hall - Doubles	230	7,878	8,098
SUBTOTAL - SYSTEM	<u>663</u>		
Dowden Hall Expansion - RA	5	8,478	8,698
Dowden Hall Expansion - Singles	10	8,478	8,698
Dowden Hall Expansion - Doubles	158	7,878	8,098
Wasylean Hall - RA	10	8,478	8,698
Wasylean Hall - Singles	122	9,278	9,498
Wasylean Hall - Doubles	216	8,678	8,898
Sheehan Hall - RA	12	8,478	8,698
Sheehan Hall - Singles	36	9,078	9,298
Sheehan Hall - Doubles	352	8,478	8,698
SUBTOTAL - CAMPUS	<u>921</u>		
Total System Beds	10,163		
Total Campus Beds	<u>6,737</u>		
Total Design Occupancy	<u>16,900</u>		

Massachusetts State College Building Authority

Schedule 5: Student Life Project Gross Debt Service Assessments - FY23

A subset of Schedule 1, Student Life project assessments are primarily for debt service, but final contributions for capital reserves, insurance, and Authority operations are assessed where applicable.

Bridgewater State

Project	Bond Issuance	Ownership	Debt Service
East Campus Dining	20A (03B (99-1))	Authority	\$705,131
Swenson Athletic Facility	20A (09C)	Commonwealth	\$406,214
East Campus Parking Garage	20A (10B)	Authority	\$1,058,383
University Park	20A (12A)	Commonwealth	\$72,500
Rondileau Campus Center	20A (12C)	Commonwealth	\$354,895
Welcome Center	20A (12C)	Commonwealth	\$286,197
Tower Parking Lot	20A (19C (12B/06A))	Commonwealth	\$93,929
			\$2,977,249

Fitchburg State

Project	Bond Issuance	Ownership	Debt Service
Hammond Campus Center	20A (10B)	Commonwealth	\$1,377,405
Hammond Campus Center	20A (12C)	Commonwealth	\$756,065
Parking	20A (12C)	Commonwealth	\$177,077
Hammond Campus Center	20A (14A)	Commonwealth	\$795,113
Hammond Campus Center	20A (14B)	Commonwealth	\$632,951
Landry	20A (17A)	Commonwealth	\$290,584
132 Highland Avenue	20A (17B)	Authority	\$130,386
Holmes Dining	20A (19A)	Commonwealth	\$105,115
Recreation Center	20A (19A)	Commonwealth	\$81,556
Hammond Campus Center	20A (19C (12A))	Commonwealth	\$488,587
Athletic Fields	20A (19C (12B (05A)))	Commonwealth	\$298,494
Holmes Dining	20A (19C (12B (06A/05A)))	Commonwealth	\$239,764
			\$5,373,096

Framingham State

Project	Bond Issuance	Ownership	Debt Service
Crocker Hall	2010B	Commonwealth	\$33,240
Hemenway Science Center	2010B	Commonwealth	\$1,101,521
Union Avenue Parking/Athletic	20A (19C (11A/12B (03A)))	Commonwealth	\$133,671
Hemenway Center	20A (12C)	Commonwealth	\$133,974
McCarthy Campus Center	20A (12C)	Commonwealth	\$165,740
Franklin Street Parking	20A (12C)	Authority	\$742,795
Mayhew/Parking	20A (14A)	Authority	\$32,167
Maple Street Athletic	20A (14A)	Commonwealth	\$225,876
Maple Street Athletic	20A (14C)	Commonwealth	\$55,829
Salem End/Parking	20A (14C)	Authority	\$27,292
860 Worcester Road	20A (15A)	Authority	\$107,624
Warren Conference Center	20A (15A)	Authority	\$107,624
Wayte St. Property	20A Defeasance of 15A	Authority	\$0
McCarthy Campus Center	20A (16A (08A))	Commonwealth	\$62,300
Adams Road Land Acquisition	20A (16A (09A))	Commonwealth	\$55,735
Parking Garage	20A (16A (09A))	Commonwealth	\$478,207
Danforth Art Museum	20A (17B)	Authority	\$169,692
McCarthy Dining	20A (19A)	Commonwealth	\$59,265
Athletic Fields	20A (19A)	Commonwealth	\$29,561
McCarthy Campus Center	20A (19C (12B (06A/05A)))	Commonwealth	\$695,263
			\$4,417,376

Massachusetts State College Building Authority

Schedule 5: Student Life Project Gross Debt Service Assessments - FY23

Mass College of Art & Design

Project	Bond Issuance	Ownership	Debt Service
Kennedy Campus Center	20A (03B (99-1))	Commonwealth	\$141,876
Center for Design + Media Enabling	20A (14A)	Commonwealth	\$348,521
Center for Design + Media	20A (14B)	Commonwealth	\$147,702
Center for Design + Media (DCAMM)	20A (14B)	Commonwealth	\$382,579
Kennedy Campus Center	20A (16A (09A))	Commonwealth	\$859,067
MassArt Art Museum	20A (17C)	Commonwealth	\$539,457
Tower Building	20A (19C (12A))	Commonwealth	\$214,297
			\$2,633,498

Mass College of Liberal Arts

Project	Bond Issuance	Ownership	Debt Service
Amsler Campus Center	20A (09C)	Commonwealth	\$40,852
277 Ashland Street	20A (09C)	Commonwealth	\$89,825
Athletic Facilities	20A (12C)	Commonwealth	\$54,355
Parking	20A (12C)	Commonwealth	\$19,605
Theater	20A (12C)	Commonwealth	\$13,492
Amsler Campus Center	20A (15A)	Commonwealth	\$87,042
Amsler Campus Center	20A (19A)	Commonwealth	\$67,923
Tennis Courts	20A (19C (12B (06A)))	Commonwealth	\$12,147
Amsler Campus Center	21B	Commonwealth	\$60,650
			\$445,891

Mass Maritime Academy

Project	Bond Issuance	Ownership	Debt Service
Admirals' Hall	20A (12C)	Commonwealth	\$206,556
Marine Dock	20A (12C)	Commonwealth	\$237,715
Taylor Road Parking	20A (12C)	Authority	\$101,878
Wastewater Treatment Plant	20A (12C)	Commonwealth	\$93,818
Mess Deck Expansion	20A (14A)	Commonwealth	\$401,889
			\$1,041,856

Massachusetts State College Building Authority

Schedule 5: Student Life Project Gross Debt Service Assessments - FY23

Salem State

Project	Bond Issuance	Ownership	Debt Service
Central Campus Parking	20A (11A (04A))	Commonwealth	\$158,534
Canal Street Parking	20A (14A)	Commonwealth	\$122,606
Property Acquisition / Dining Hall Roof	20A (14A)	Commonwealth	\$63,432
Mainstage Auditorium	20A (14A)	Commonwealth	\$897,496
One Stop Student Center	20A (14A)	Commonwealth	\$131,775
Public Safety	20A (14A)	Commonwealth	\$131,846
Viking Hall Café	20A (14A)	Authority	\$210,418
66-68 Loring Avenue	20A (14B)	Foundation	\$29,408
North Campus Transportation Center	20A (14B)	Authority	\$1,201,680
Marsh Hall Dining	20A (16A (09A))	Authority	\$183,460
O'Keefe Fitness Center	20A (19C (12A))	Commonwealth	\$971,063
Baseball/Tennis	20A (19C (12B (06A)))	Commonwealth	\$261,820
O'Keefe Athletic Field	20A (19C (12B (05A)))	Commonwealth	\$234,477
			\$4,598,013

Westfield State

Project	Bond Issuance	Ownership	Debt Service
Tim & Jeanne Dining	20A (10B)	Commonwealth	\$393,705
Juniper Park School	20A (14B)	Commonwealth	\$68,977
Science Center	20A (14B)	Commonwealth	\$514,959
Ely Wellness Center	20A (19C (12A))	Commonwealth	\$629,471
			\$1,607,112

Worcester State

Project	Bond Issuance	Ownership	Debt Service
Athletic Facility	20A (12C)	Commonwealth	\$805,987
Sheehan Dining Hall	20A (12C)	Commonwealth	\$320,268
Parking Garage	20A (19C (14D (12B (06A))))	Authority	\$562,721
			\$1,688,975

Mount Wachusett Community College

Project	Bond Issuance	Ownership	Debt Service
Science Center	CC1	College	\$228,188
Student Lounge	CC2	College	\$205,183
			\$433,370

Total Student Life \$25,216,438

Massachusetts State College Building Authority
Schedule 6: Residence Hall Occupancy Rates

	Academic Years			
	2017- 2018	2018- 2019	2019- 2020	2020- 2021
Bridgewater State	94.8%	94.8%	95.7%	37.1%
Fitchburg State	92.1	84.8	76.2	50.3%
Framingham State	92.9	89.9	87.9	32.8%
Mass. College of Art and Design	99.0	96.2	99.9	65.0%
Mass. College of Liberal Arts	74.4	70.8	73.4	46.3%
Mass. Maritime Academy	102.0	101.8	101.3	57.3%
Salem State	95.7	89.9	79.0	36.5%
Westfield State	93.9	86.0	82.2	37.5%
Worcester State	95.5	96.0	95.6	50.4%
<i>Total Occupancy Rate</i>	93.9%	90.5%	87.7%	42.9%

MASSACHUSETTS STATE COLLEGE BUILDING AUTHORITY**RESIDENCE HALL POLICIES****FISCAL YEAR 2023**

1. That the Contract for Financial Assistance, Management and Services, dated February 1, 2003, as amended, is made between The Commonwealth of Massachusetts (the "Commonwealth"), acting by and through the Board of Higher Education (the "Board") established under Chapter 15A of the General Laws of the Commonwealth, and the Massachusetts State College Building Authority (the "Authority"), a body politic and corporate and public instrumentality of the Commonwealth established under Chapter 703 of the Acts of 1963 of the Commonwealth (as amended, the "Act"), which contract governs the financial relationship between the Authority and the Universities.
2. That rent revenues must be sufficient to pay: the cost of maintaining, repairing and operating Authority projects; the principal of and interest on bonds issued to finance or refinance such projects; the current operating and administrative expenses of the Authority; and to create and fund reserves for these purposes. Further, consistent with the foregoing requirements, there should be a reasonable uniformity in charges for like accommodations.
3. That the Universities shall remit payments to the Trustee as assessed by the Authority in the fall and spring of each year, as required by the Trust Agreements.
4. That residence hall occupancy agreements issued in the fall semester shall typically be written for an entire academic year. The MSCBA shall be given the opportunity to participate in the review of waivers requested by students who intend to remain enrolled at the institution.
5. That assessments for System projects shall be no less than the calculation produced from an equal distribution of occupancy across System and Campus beds.
6. That those Universities with building occupancies of over 100% of design occupancy verify conformance with the applicable building code relative to life safety and sanitation requirements and make any necessary adjustments to either the building or number of residents. The MSCBA will assist with architectural and code consultants when requested.
7. That the System debt is allocated based on design occupancy for System projects at that University.
8. That rent rates shall be adjusted in instances where planned occupancy differs from the design occupancy of a certain room. For example, there shall be a premium rent charged when one student occupies a double room (except in cases of medical accommodations); similarly, there shall be a discount to the normal rent when there is an increase in the occupancy of a room (such as three students assigned to a double room).
9. That rent increases on existing beds to support future debt service costs for a new capacity or renovation project shall be limited to the residence halls at the University where the project is located.
10. That any changes in use, treatment, or configuration of residence hall space must be reviewed with the Authority. Payments in lieu of student occupancy must be from sources other than room rent and sufficient to cover MSCBA system-wide costs reasonably allocated to the building.
11. That the MSCBA recommends that the nine state Universities adopt and publish written policies regarding restrictions on student-owned furniture, microwave ovens, refrigerators, and other electrical appliances/equipment.

12. That the Authority shall be notified in a timely manner of incidents in its facilities that may result in a property or liability insurance claim.
13. That the campuses understand and acknowledge that the attached “Massachusetts State College Building Authority Residence Hall Preventive Maintenance Guide” shall be used as a guide in the performance of routine corrective and preventive maintenance, as funded by the residence hall operating budget (Schedule 3).
14. That any changes in personnel shall be reviewed by the MSCBA, with the exception of backfilling positions within the same fiscal year of their vacancy.
15. That the Universities develop a methodology to determine the proper allocation of utility expenses charged to the Residence Hall Trust Fund, and that the methodology is reviewed during the Annual Rent Schedule process.
16. For new MSCBA-owned student life projects placed in service after July 1, 2021, the capital improvement reserve assessment (unless waived in the BHE Contract) will be calculated based on:
 - a. 1.5% of replacement value for locations under \$5M on the Schedule of Values for the property insurance
 - b. 1% of replacement value for locations \$5M or over on the Schedule of Values for the property insurance

MASSACHUSETTS STATE COLLEGE BUILDING AUTHORITY
RESIDENCE HALL PREVENTIVE MAINTENANCE GUIDE

The following guide is a suggested approach in addressing the process and procedures associated with maintaining and improving the operational efficiency of MEP systems.

A well-executed PM program is at the core of achieving:

- Sustainable operational efficiencies
- Equipment life cycle expectancy
- Improved comfort of the building's occupants
- Reduced disruptions from preventable equipment or system failures
- Reduced energy costs
- An accurate database which is always current and will provide all stakeholders a historical record of achievement

As with most guides, the following recommendations are not all inclusive and each facility may need to modify or customize these tasks. We have purposely not included those systems and equipment which would be considered regulatory, non-discretionary or life safety systems such as: fire alarm, elevator, sprinkler, etc.

Finally, we recognize that certain skill sets are required for even the most basic types of PM tasks and it is important to ensure that every individual performing any task is properly trained and is equipped with the right tools to carry out the identified task. All too often an assumption is made that every employee is capable of performing a PM task but unfortunately, has never been properly shown how to actually do the job correctly. Ensure every individual is properly trained.

Daily:

- Check the BAS frontend for any building systems that are in alarm or may have been manually overridden. This should be checked first thing in the morning and also before leaving for the day. Document all findings.
- Perform a quick walk-through of all mechanical spaces looking for anything that may appear problematic. Document all findings.
- Note and log all pump pressures and system temperatures which can be used to help identify system problems. Replace all thermometers and pressure gauges that are broken. Make sure the right pressure or temperature range unit is installed. Document all findings.
- While performing daily tasks, observe the ceiling diffusers and return grills throughout the dormitories looking at the color of the immediate area of the duct outlet. If it's dirty then the filters are probably bad and the air handler coil needs to be cleaned. Document all findings.

Weekly:

- Inspect air compressors and receivers. Check oil levels and drains. Document all findings.
- Conduct a thorough walk-through and inspect all mechanical and HVAC equipment including roof area. Document all findings.
- Test and run emergency generator and check battery electrolyte level. Make sure coolant level and oil level are also checked. Document all findings.

Monthly:

- Make sure all pumps and equipment are rotated. Equipment that was in service should now be taken off line. Listen and check to make sure rotated equipment is functioning correctly. Some campuses have the equipment cycled automatically but they should all be checked and verified that the change-over occurred. Document all findings.
- Although some facilities leave the off line pumps and systems lined up to run, all valves on both the suction and discharge side of every pump should be opened and closed to cycle the valve ensuring the valve operates freely. Document all findings.
- Verify that any water chemistry additives are being maintained for all hot and chill water systems and that glycol levels are at the required specification. Document all findings.

Air Handlers: Document all findings

Monthly

- Inspect checking for proper operation.
- Check filters and replace as needed.
- Check controls.

Annually

- Check all dampers and controls.
- Inspect coils (heating and cooling). Clean as necessary.
- Inspect cabinet and plenum box. Clean as necessary.
- Inspect fan belts and tension. If belt needs to be changed, then change out the entire set and not just one belt.
- Lubricate all bearings.
- Lubricate all damper linkages
- Verify fresh air inlet screen is not blocked
- Inspect motor controller and wiring
- Check all doors and access panels
- Clean drain pan and make sure drain is free and clear (sanitize if necessary)
- Verify unit operates correctly after servicing

Chillers: Document all findings (chiller repairs and or service is typically outsourced)

Monthly

- Inspect system checking for proper operation
- Check compressor oil level
- Verify water treatment and glycol levels are correct
- Check chill water pump operation is satisfactory
- Check pump coupling
- Lubricate as necessary

Annually

- Inspect chiller condenser tubes and clean
- Have approved contractor perform system start-up and shut-down
- Have superheat checked for proper refrigerant charge

Cooling Towers: Document all findings

Monthly

- Inspect for proper operation
- Verify spray nozzles are not plugged
- Verify water treatment is at proper specifications
- Inspect sump for cleanliness
- Check condenser water pumps and couplings
- Lubricate as necessary

Annually

- Drain sump and clean
- Wash down media
- Check cooling tower fan motor
- Check and replace fan belts as needed
- Lubricate all shaft bearings
- Check float linkage assembly

DX (Direct Expansion) Units: Document all findings

Monthly

- Inspect condenser and evaporator for proper operation
- Check insulation on line set
- Make sure condenser coil is clear of grass clippings etc.
- Check damper operation
- Lubricate louver linkages
- Inspect ductwork and insulation

Annually

- Clean condenser coil (make sure a fin comb is used when straightening out damaged fins)
- Inspect and clean evaporator coil if needed
- Inspect motor controls and wiring
- Verify superheat or subcool temperatures are correct indicating proper refrigerant charge
- Check all controls
- Check dampers operation
- Lubricate bearings
- Check and replace fan belts as needed
- After servicing unit, check for proper operation
- On units with natural gas fired heaters, verify combustion chamber is in good condition with no cracks

Hot Water Heating Boilers: Document all findings

Monthly

- Inspect for proper operation
- Blow down boiler
- Check and test safety controls
- Observe boiler flame and check for proper operation
- Verify water treatment is at specification
- Check all temperatures and pressures

Annually

- Drain and flush clean waterside
- Inspect firebox
- Clean tubes as necessary
- Prepare boiler for annual inspection (if needed).
- Inspect and lubricate fan motor
- Lubricate all linkages
- Operate and cycle all valves
- Check all electrical connections
- Check all pump couplings
- Lubricate pump motors as needed
- Check pump seals
- Check combustion efficiency

Domestic Hot Water Boilers: Document all findings

Monthly

- Inspect for proper operation
- Check discharge temperature
- Check mixing valve
- Check circulating pump

Annually

- Drain sediment off the bottom of tank
- Cycle all valves on tank assembly
- Verify all supply valves are operational and backflow preventers have been serviced

Building Automation System (BAS): Document all findings

Monthly

- Check alarm report history and identify units or systems that frequently go in and out of alarm. Print out monthly report and put into a BAS binder.
- Write down any system problems that occur
- On air operated controls, check for air leaks and repair as necessary
- Check building space set points during occupied and unoccupied times

Annually

- Verify all sensors are reading accurately
- Verify all controls are functioning
- Have controls provider look at alarm history and correct obvious programming problems
- On all air operated controls, verify proper operation
- Stroke all actuators and verify damper operation. Quite often, the “U” bolt is slipping on the shaft and the damper doesn’t move.
- Check time of day schedule and make sure it’s accurate

Student Room Fan Coil Units: Document all findings

Biannually (2X’s/yr when students are on vacation. Start at top floor and work way down)

- Open FCU cover and observe condition of coil element, drain pan, water valves, blower motor and wall board
- Vacuum entire coil assembly being careful not to damage coil fins
- Use a coil brush to clean loose dirt from face of coil
- Vacuum the rest of the unit and remove any debris
- Vacuum the drain pan and suck out any excess debris or material from pan and especially drain pipe connection
- Use a solution of self-rinsing coil cleaner, READ DIRECTIONS ON SOLUTION CLEANER for proper mix ratio (some can be used straight from jug) and spray liberally onto coil face. If coil is excessively dirty, two applications may be needed. AGAIN READ DIRECTIONS
- Apply a biocide and mildewcide to the pan area. They also sell pan tablets that can be inserted into the pan and left there once cleaned
- Flush pan and ensure the drain is free and clear and the water flows freely down the drain. IT IS IMPORTANT TO DETERMINE THAT WATER WILL NOT REMAIN IN PAN AND WILL FLOW DOWN THE DRAIN
- If any of the surrounding sheetrock, wallboard or carpet area show evidence of mold or has a musty odor, they must be either removed or properly treated. Typically, sheetrock needs to be replaced
- After cleaning, turn unit on, listen and observe the blower motor and that air flow is discharging through cleaned coil face
- Replace cover and proceed to next unit

Cabinet Heaters, Fan Powered Terminal Boxes: Document all findings

Monthly

- Verify units are operational
- Verify air movement

Annually

- Vacuum all coil and element faces
- Clean coils and elements as needed
- Check controls

Exhaust Fans: Document all findings

Monthly

- Verify all exhaust fans are functioning properly (simply tear off a single sheet of toilet paper and place over exhaust duct grill face. If the paper cannot stay in place and falls, then the system should be checked out) An exhaust duct grill face will typically appear to look dirtier than the fresh air supply duct grill.

Annually

- Inspect fan assembly for proper operation
- Check controls
- Change fan belts as needed
- Lubricate all bearings

Fin Tube Radiation: Document all findings

Monthly

- Verify units are operational and provide heat. Make sure furniture or drapes are not blocking fin tube
- Ensure that units are properly supported and not damaged

Annually

- Vacuum all heating elements
- Verify zone control valves (manual and automatic) are operational
- Verify all stand-alone self-contained T-stats are functioning

Emergency Lights: Document all findings

Monthly

- Walk throughout the dormitory checking all common areas, corridors, stair wells, etc. and observing the emergency lighting fixture illumination status. Repair/replace as needed

Annually

- Verify satisfactory operation of all emergency lights
- Inspect all battery powered emergency lighting circuits and conduct load test
- Replace batteries as needed

Electrical Distribution System: Document all findings

Only qualified individuals should perform the following tasks.

Annually

- Inspect all panelboards, subpanels, and main distribution switchgear to ensure all doors, locking mechanisms and hardware are in place and operational
- Make sure all knockouts and removed breakers have protective covers in place and live parts are not exposed and have covers

- Perform infrared testing on the electrical gear. Testing should be conducted while circuits are under load and the covers removed. Some organizations refer to infrared testing as a form of Predictive Maintenance. We believe this type of work can be included and considered as a component of Preventative Maintenance as well. We recommend infrared testing be performed every three years
- Verify that all circuits and breakers are properly labeled with load location and do not simply have a “lights or receptacle” designation but an actual room location

Emergency Diesel Generator or Standby Diesel Generator: Document all findings

Weekly

- Verify the diesel generator has been started and unit is left in automatic mode

Quarterly

- Verify diesel generator transfer switch operates on simulated power outage and operates under load

Biannually / Annually

- Ensure outside service provider conducts thorough PM inspection as per service contract

Lawn Irrigation Systems: Document all findings (If a sub-meter is used, make sure a reading is obtained)

Weekly

- Verify the sprinkler heads are operational
- Verify the rotational arc is correct for the area to be irrigated
- Verify the time of day clock is functioning
- Verify the irrigation duration period is correct

Spring

- At system start-up, ensure that all supply lines and branch circuits have not been damaged during the winter months (burst or broken)
- Verify all heads are operational
- Check operation of all isolation and zone valves
- Verify time clock is programmed correctly
- Monitor one cycle of watering

Fall

- When winterizing, shut all water supply lines and open all drains in the system
- Use compressed air to blow out all branch lines and heads
- Cycle zone valves at master and watch air blow out at each zone head
- Get water sub-meter final reading

The Following General Housekeeping and Light Maintenance Activities have been added to this PM Guide to remind all facilities personnel of the importance of addressing all areas in campus buildings in a timely manner.

Common Areas: Document all findings

Daily

- Clean / mop / vacuum common area floors and hallways
- Clean and disinfect common area bathrooms
- Sweep building entrances and walkways (as needed)
- Collect and empty trash containers
- Replace or report broken light bulbs
- Remove / clear ice and snow from walkways and building entrances (as needed)
- Report any and all items that require repairs or maintenance
- Report any unusual noises coming from mechanical rooms

Biannually or during semester break

- Inspect all student room bathrooms for leaks on faucets, showers or toilets. Report all deficiencies
- Inspect condition of all student room furniture and window treatments. Report all deficiencies
- Inspect all common area appliances. Report all deficiencies
- Check all door hardware and door operating mechanisms. Report all deficiencies

Annually

- Vacuum all heating fin tube radiation elements in student rooms and common areas
- Inspect student rooms walls and ceilings. Report all deficiencies, (paint and repair as needed)
- Inspect and test all operable windows in student rooms and common areas. Report all deficiencies
- Replace all batteries in all electronic devices; CO detectors, plumbing fixtures, etc. (document)
- Report all damaged equipment and furniture
- Report on all inoperable lighting fixtures and systems

Outside Service Providers: (typical)

The following list of building equipment is usually performed by a 3rd party because of either regulatory requirements or specialized skill sets of the provider. This list is NOT all inclusive or complete.

1. Portable Fire Fighting Extinguishers
2. Fire Alarm Systems
3. Fire Sprinkler Pumps and Systems
4. Emergency Generators
5. Major Mechanical Equipment (chillers, boilers, pumps & water chemistry)
6. Elevator Systems
7. Dumpster and Trash removal
8. Laundry Equipment

9. Vending Machines
10. Rodent and Pest Control
11. Snow Removal
12. Safety and Security
13. Locksmith