

VOTE OF THE
MASSACHUSETTS STATE COLLEGE BUILDING AUTHORITY
APPROVING

**THE FISCAL YEAR 2026
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 2026, attached hereto,
and authorizes Sean P. Nelson, 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
January 28, 2025

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 January 28, 2025 at 11:00 am.

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 2026, attached hereto, and authorizes Sean P. Nelson, Executive Director, to transmit the schedule in substantially the same form to the Commonwealth's Board of Higher Education.

By: Michael Fallon
Michael Fallon (Jan 29, 2025 15:48 EST)
Michael Fallon
Chairman

Dated: January 28, 2025

**FISCAL YEAR 2026
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 (the "Authority") hereby submits its Fiscal Year 2026 Schedule of Proposed Rents and Operating Budget for the Authority and State University Residence Halls.

The Authority ascertains to the Board of Higher Education that the proposed rents generate sufficient revenue to pay Authority expenses, including maintenance, operations, debt service, reserves, and the administration of the Authority, and recommend approval accordingly.

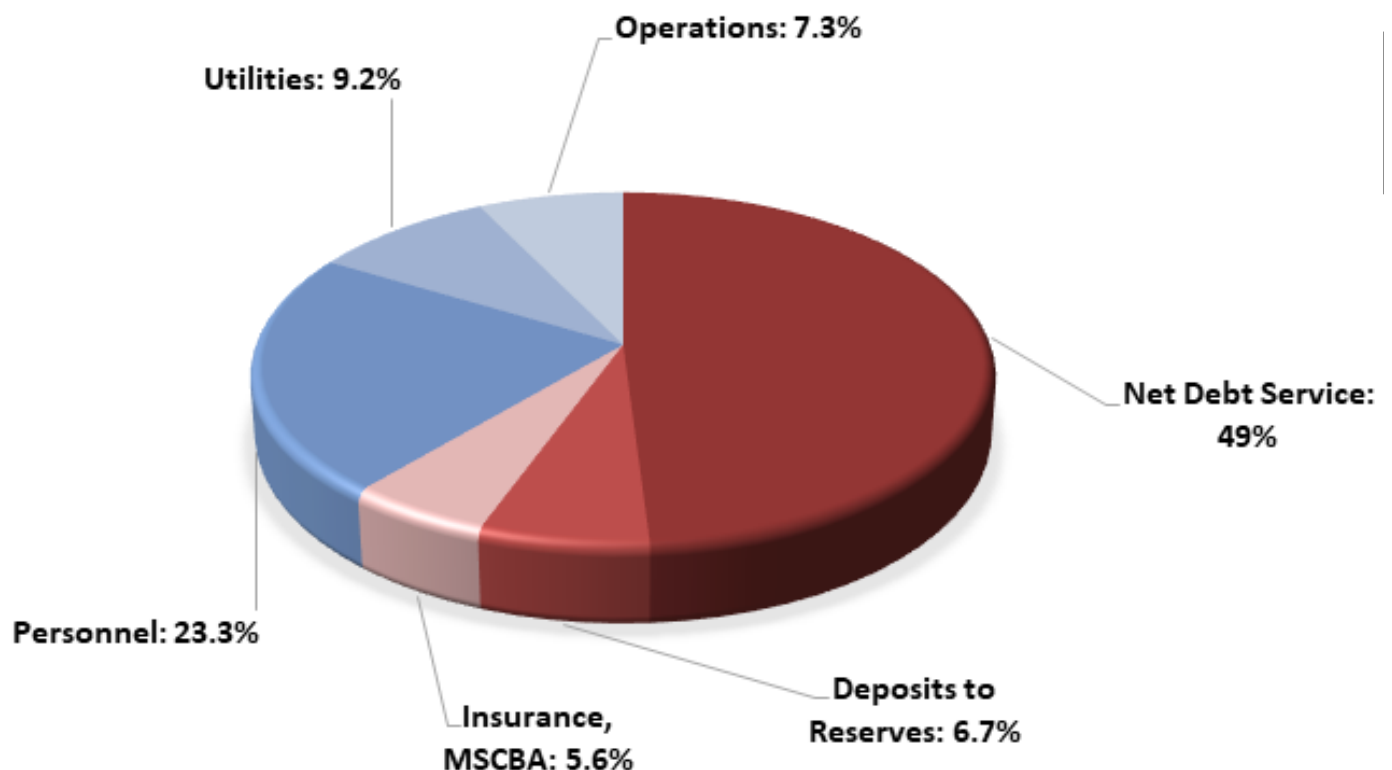
Fiscal Year 2026 Expenditures and Rent Recommendations

Student rents fund the operating costs of the residence halls and mandated obligations associated with financing, managing, and maintaining the residence halls throughout the Commonwealth's 9 state universities.

The operating costs of the residence halls in the categories of personnel, utilities, and general operations constitute approximately 40% of expenses (shaded in blue) and fixed obligations in the categories of debt service, insurance premiums, deposits to capital improvement reserves, and Authority operations constitute approximately 60% of expenses (shaded in red). Nearly half of the total expense base is dedicated for debt service totaling approximately \$69 million for FY 26.

The following chart illustrates the categories of expenditures from student rents:

RESIDENCE HALLS EXPENDITURE BY CATEGORY



Recommended Rent Increase:

The recommended rent increase for the state university residence halls rents is 4% over FY25, or an average increase of **\$384** for the academic year.

The average rent in the state university residence halls ranges from \$8,569 at Fitchburg State University, to \$14,662 at Massachusetts College of Art and Design, with an average across all the state universities of **\$9,888**.

The table below displays the history of average rent increases since FY17.

Average Rent Increase (based on Designed Beds)

2016/2017	2018/2019	2020/2021	2021/2022	2022/2023	2023/2024	2024/2025
3.8%	3.2%	3.1%	1.4%	2.4%	3.5%	4.0%

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 FY2025 actual spending through December 31, 2024, and proposed FY2026 operating budget.

Schedule 3: Residence Hall Trust Fund Budget – This schedule is the consolidated residence hall operating budgets, including actual results for FY2024, updated budget for FY2025, and proposed FY2026 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 2024 design occupancy for each residence hall, the FY2025 approved rents for each room configuration, and the proposed rents for FY2026.

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 2026 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**

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

Revenues and expenditures/deposits to reserves for fiscal year 2026 are projected to be balanced at \$110.4 million.

	FY24 Actual	FY25 Updated	FY 26 Proposed	FY26/25 Variance (\$)	FY26/25 Variance (%)
REVENUES					
Assessment Revenues	\$97,673,335	\$ 114,986,268	\$ 116,719,494	-\$1,733,226	(1.8%)
Residence - Gross DS & Other	73,979,932	87,112,228	88,624,794	-\$1,512,565	(2.0%)
Student Life Gross DS & Other	23,693,403	27,874,040	28,094,700	-\$220,661	(0.9%)
Debt Service Credits	(6,994,380)	(7,687,064)	(6,680,142)	-\$1,006,922	14.4%
DSRF Interest Earnings and Corpus Releases	(4,152,413)	(4,647,275)	(4,157,416)	-\$489,859	11.8%
Build America Bonds Subsidy	(1,880,509)	(1,778,744)	(\$1,672,727)	-\$106,017	5.6%
Capitalized Interest and Other	(961,459)	(1,261,045)	(850,000)	-\$411,045	42.8%
Net Assessment Revenues	\$90,678,954	\$107,299,204	\$110,039,352	-\$2,740,148	(3.0%)
Other Revenues	450,000	450,000	450,000	\$0	0.0%
DSRF Interest Earnings for Supplemental System CIR Deposits	450,000	450,000	450,000	\$0	0.0%
TOTAL REVENUES	\$91,128,954	\$107,749,204	\$110,489,352	-\$2,740,148	(3.0%)
EXPENDITURES & DEPOSITS TO RESERVES					
Operating Expenses	\$4,414,207	\$4,947,408	\$5,433,026	-\$485,618	(11.0%)
Authority Operating Budget (excl. Capital*)	2,594,746	2,848,492	2,860,340	-\$11,848	(0.5%)
Property and Liability Insurance	1,819,461	2,098,916	2,572,686	-\$473,770	(26.0%)
Net Debt Service & Deposits to Reserves	\$86,945,312	\$102,913,162	\$105,011,999	-\$2,098,837	(2.4%)
Net Debt Service Due	76,370,942	91,833,300	93,419,123	-\$1,585,823	(2.1%)
System Capital Improvement Reserve	4,890,764	5,156,874	5,397,650	-\$240,776	(4.9%)
Supplemental System Capital Improvement Reserve	450,000	450,000	450,000	\$0	0.0%
Campus Project Capital Reserve	3,833,605	4,072,988	4,345,226	-\$272,238	(7.1%)
Multipurpose Reserve	400,000	400,000	400,000	\$0	0.0%
Supplemental Reserve	1,000,000	1,000,000	1,000,000	\$0	0.0%
TOTAL EXPENDITURES & DEPOSITS TO RESERVES	\$91,359,519	\$107,860,570	\$110,445,025	-\$2,584,455	(2.8%)
Revenues Minus Expenditures & Reserves	(\$230,564)	(\$111,366)	\$44,327	-\$155,693	67.5%
<i>Change/Revenues</i>	-0.25%	-0.10%	0.04%		
<i>Debt Service/Expenditures & Reserves</i>	83.6%	85.1%	84.6%		
<i>Management Fee Transfers for PM Salary & Expense</i>	\$818,304	\$876,003	\$804,640	\$71,363	8.7%

Massachusetts State College Building Authority
Schedule 2: Authority Operating Budget

Attachment 3a

A subset of "Schedule 1" which shows detail of Authority salary and other operating expenditures.
In fiscal 2026 the budget is projected to be \$3.66 million, inclusive of capital spending, a 6% increase from the fiscal year 2025 approved budget.

Expenditure Category	FY24			FY25			FY26		
	Board Approved	Actual	% Change (vs. FY24 Approved)	Board Approved	Projected	% Change (vs. FY25 Approved)	Proposed	% Change (vs. FY25 Projected)	% Change (vs. FY25 Approved)
Authority Operating Salary	1,405,042	1,476,999	71,957	1,587,296	1,643,224	55,927	1,634,675	-1%	47,378
Salary & Taxes (a)	1,292,848	1,346,830	53,983	1,450,619	1,529,335	78,716	1,513,349		62,730
Medical & Dental Insurance	112,194	130,169	17,974	136,677	113,889	(22,788)	121,326		(15,351)
Consultants	303,000	354,553	51,553	322,222	322,222		365,074	13%	42,853
Consultant Services	75,000	145,885	70,885	95,000	95,000		118,750		23,750
Contract Services	148,000	144,669	(3,331)	154,832	154,832		170,315		15,483
Trustee Services	80,000	64,000	(16,000)	72,389	72,389		76,009		3,619
Legal & Accounting	210,000	273,021	63,021	255,000	330,000	75,000	296,500	-10%	41,500
Legal Services (b)	90,000	103,987	13,987	115,000	190,000	75,000	149,500		34,500
Accounting Services	120,000	169,034	49,034	140,000	140,000		147,000		7,000
Occupancy Expense	314,139	335,984	21,844	320,000	320,000		336,000	5%	16,000
Rent & Utilities	314,139	335,984	21,844	320,000	320,000		336,000		16,000
Authority Administrative Expense	132,000	154,190	-16,485	213,046	213,046		228,091	7%	15,045
Authority Expense (c)	60,000	38,471	(47,556)	95,000	95,000		99,750		4,750
Software	30,000	48,678	24,736	50,000	50,000		55,000		5,000
Office Supplies	6,000	4,472	(1,025)	6,000	6,000		6,300		300
Subscription & Publication Fees	4,000	17,555	6,260	9,200	9,200		9,660		460
Telephone & Data Services	22,000	31,236	1,655	37,846	37,846		41,631		3,785
Office Equipment (computer/furniture)	10,000	13,777	(555)	15,000	15,000		15,750		750
Authority Capital Salary+Costs	687,009	818,304	195,209	745,511	876,003	130,491	804,640	-8%	59,129
Salary & Taxes	641,208	654,862	70,011	690,558	693,975	3,416	722,635		32,076
Medical & Dental Insurance	45,801	52,336	14,092	54,953	78,100	23,148	82,005		27,053
Staff Extension - Project Mgmt	-	111,106	111,106	-	103,928	103,928	-		-
Operating Budget Inclusive of Capital	3,051,190	3,413,051	387,100	3,443,076	3,704,494	261,419	3,664,980	-1.07%	221,904
Operating Budget Exclusive of Capital (d)	2,364,182	2,594,746	191,890	2,697,564	2,828,492	130,927	2,860,340	1.13%	162,776

(a) Includes temporary post-retiree position.
 (b) Updated projection for legal costs for FY 25 includes one-time costs such as state audit, insurance audit, and executive director search.
 (c) Include professional development, tuition reimbursement, mileage reimbursement not related to project management, and other administrative expenses.
 (d) This is the amount included in the semi-annual assessments and is used in Schedule 1 of the Rent Certificate.

**Massachusetts State College Building Authority
Schedule 3: Aggregate Residence Halls Budget**

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 for fiscal year 2026 are projected to be \$139.3 million and total expenditures at \$141.8 million, yielding a potential ending fund balance of \$15.2 million, dependent on the outcome of the FY25 actuals. The ending Residence Hall Trust Fund balance is projected to be 11.1% of prior year expenditures.

	FY24 Actual (\$)	FY25 Update (\$)	FY26 Proposed (\$)	FY26/25 Variance (\$)	FY26/25 Variance (%)
OPENING FUND BALANCE a/o JULY 1 (RHTF)	\$30,456,238	\$28,307,090	\$20,782,474	(\$7,524,616)	-26.6%
REVENUES					
Academic Year Revenue (net of grants)	116,471,203	122,235,344	128,416,956	6,181,611	5.1%
Summer Rental and Conference	2,897,071	2,153,447	2,194,425	40,978	1.9%
University Support for Projects	565,000	565,000	565,000	-	0.0%
Other Income	4,763,309	4,254,422	3,513,042	(741,380)	-17.4%
Housing Grants	(5,409,352)	(5,559,242)	(5,364,088)	195,154	-3.5%
University Support for the Operating Reserve	5,819,506	10,345,000	10,600,000	255,000	2.5%
TOTAL REVENUES	\$125,106,736	\$133,993,970	\$139,925,334	\$5,931,364	4.4%
EXPENDITURES					
Building Expenses	\$51,002,031	\$53,097,739	\$56,026,774	\$2,929,035	5.5%
Salary & Benefits	26,808,157	29,402,284	31,569,605	2,167,322	7.4%
Operations & Maintenance	10,384,728	9,671,767	10,305,697	633,931	6.6%
Energy/Sewer & Water	12,761,800	12,963,070	13,017,018	53,948	0.4%
Administrative & Technology	1,047,346	1,060,618	1,134,453	73,835	7.0%
MSCBA Residence Hall Assessments	70,541,755	82,095,847	85,827,198	\$3,731,350	4.5%
Original System Assessment	17,128,512	17,708,059	18,630,848	922,789	5.2%
System Repair Assessment	15,776,607	18,490,964	17,030,131	(1,460,833)	-7.9%
Campus Assessment	42,097,142	50,870,230	53,182,460	2,312,230	4.5%
Debt Service Reserve Funds, BABS, Cap-I, etc.	(4,460,506)	(4,973,406)	(3,016,241)	1,957,165	-39.4%
TOTAL EXPENDITURES	\$121,543,786	\$135,193,586	\$141,853,972	\$6,660,386	4.9%
Change in Net Position	(\$2,149,148)	(\$1,199,616)	(\$1,928,638)	(\$729,022)	60.8%
Project Funds Transfer	(5,712,098)	(6,325,000)	(3,600,000)	2,725,000	-43.1%
ENDING FUND BALANCE a/o June 30 (RHTF)	\$28,307,090	\$20,782,474	\$15,253,836	(\$5,528,638)	-26.6%
<i>Fund Balance / Prior Year Expenditures</i>	23.0%	15.9%	11.1%		
DESIGN OCCUPANCY TOTAL	16,616	16,616	16,616	-	0.0%
System Beds (built prior to CY 2000)	9,809	9,809	9,809	-	0.0%
Campus Beds (built in or after CY 2000)	6,807	6,807	6,807	-	0.0%

Massachusetts State College Building Authority
Schedule 4: Residence Halls Room Rents

Certified Fall 2024 design occupancy and proposed rents for fiscal year 2026 for both "system" and "campus" beds. Reflects base room rent for the Residence Hall Trust Fund. Auxillary and other fees not shown.

	Fall 2024	FY25	FY26
	Design Occupancy	Approved Rent (\$)	Approved Rent (\$)
<u>Bridgewater State</u>	<u>3,298</u>		
Great Hill - RA	3	10,972	11,740
Great Hill - Singles	195	10,972	11,740
Miles-Dinardo - RA	12	9,074	9,528
Miles-Dinardo - Medical Singles	5	9,074	9,528
Miles-Dinardo - Singles	8	9,700	10,136
Miles-Dinardo - Doubles	369	9,074	9,528
Pope - RA	9	8,592	8,892
Pope - Medical Singles	3	8,592	8,892
Pope - Singles	2	9,294	9,619
Pope - Doubles	172	8,592	8,892
Scott - RA	8	8,592	8,892
Scott - Medical Singles	1	8,592	8,892
Scott - Singles	2	9,294	9,619
Scott - Doubles	141	8,592	8,892
Shea/Durgin - RA	20	8,592	8,892
Shea/Durgin - Singles	2	9,294	9,619
Shea/Durgin - Doubles	638	8,592	8,892
Woodward - RA	6	8,384	8,636
Woodward - Enhanced Housing Option	0	8,934	8,722
Woodward - Doubles	225	8,384	8,636
SUBTOTAL - SYSTEM	<u>1,821</u>		
Stonehouse (East) Hall - RA	7	9,367	9,741
Stonehouse (East) Hall - Medical Singles	9	9,367	9,741
Stonehouse (East) Hall - Singles	148	10,813	11,245
Stonehouse (East) Hall - Doubles	136	9,367	9,741
Crimson Hall - RA	7	9,636	10,214
Crimson Hall - Medical Singles	3	9,636	10,214
Crimson Hall - Singles	90	11,051	11,824
Crimson Hall - Doubles	308	9,636	10,214
Pope & Scott Addition - Medical Singles	0	8,592	8,892
Pope & Scott Addition - Doubles	269	8,592	8,892
Weygand Hall - RA	12	9,837	10,377
Weygand Hall - Medical Singles	7	9,837	10,377
Weygand Hall - Singles	89	11,279	12,012
Weygand Hall - Doubles	392	9,837	10,377
SUBTOTAL - CAMPUS	<u>1,477</u>		

Massachusetts State College Building Authority
Schedule 4: Residence Halls Room Rents

Certified Fall 2024 design occupancy and proposed rents for fiscal year 2026 for both "system" and "campus" beds. Reflects base room rent for the Residence Hall Trust Fund. Auxilary and other fees not shown.

	Fall 2024	FY25	FY26
	Design Occupancy	Approved Rent (\$)	Approved Rent (\$)
<u>Fitchburg State</u>	<u>1,705</u>		
Apartments - RA	3	9,996	10,396
Apartments - Singles	186	9,996	10,396
Aubuchon Suites - RA	10	7,772	8,083
Aubuchon Suites - Premium Singles (Doubles as Singles)	0	9,725	10,114
Aubuchon Suites - Doubles	315	7,772	8,083
Herlihy - RA	4	6,998	6,998
Herlihy - Singles	3	8,404	8,404
Herlihy - Designed Premium Singles	1	8,918	10,350
Herlihy - Premium Singles (Doubles as Singles)	8	8,890	8,890
Herlihy - Doubles and Triples as Singles	0	8,404	8,404
Herlihy - Doubles	114	6,998	9,500
Herlihy - Triples	24	6,998	6,998
Mara - RA	9	7,772	8,083
Mara - Singles	3	9,096	9,460
Mara - Premium Singles (Doubles as Singles)	0	9,725	10,414
Mara - Doubles	316	7,772	8,083
Mara 1-2 A/C Standard Double	0	8,152	8,478
Mara 1-2 A/C Designed Single	0	9,482	9,861
Mara 1-2 A/C Premium Single	0	10,422	10,839
Russell - RA	12	7,138	7,424
Russell - Singles	14	8,572	8,915
Russell - Single Suites	12	9,096	9,460
Russell - Designed Premium Single w/ Bath	9	9,078	9,439
Russell - Doubles & Triples as Singles	0	8,572	8,915
Russell - Doubles	244	7,138	7,424
Russell - Double Suites	110	7,772	8,083
Russell - Triples	34	7,138	7,424
Russell - Triple Suites	10	7,772	8,083
SUBTOTAL - SYSTEM	<u>1,441</u>		
Cedar Street House - RA	1	9,425	9,802
Cedar Street House - Singles	27	9,425	9,802
Mara Village Expansion - RA	2	8,152	8,478
Mara Village Expansion - Singles	2	9,482	9,861
Mara Village Expansion - Premium Singles (Doubles as Singles)	0	10,422	10,839
Mara Village Expansion - Doubles	100	8,152	8,478
Simonds Hall - Singles	132	9,996	10,396
Simonds Hall - Designed Premium Singles	0	10,694	11,122
SUBTOTAL - CAMPUS	<u>264</u>		

Massachusetts State College Building Authority
Schedule 4: Residence Halls Room Rents

Certified Fall 2024 design occupancy and proposed rents for fiscal year 2026 for both "system" and "campus" beds. Reflects base room rent for the Residence Hall Trust Fund. Auxillary and other fees not shown.

	Fall 2024 Design Occupancy	FY25 Approved Rent (\$)	FY26 Approved Rent (\$)
<u>Framingham State</u>	<u>1,972</u>		
Corinne - RA	16	8,500	8,790
Corinne - Singles	32	9,320	9,610
Corinne - Premium Singles (Doubles as Singles)	34	11,500	11,790
Corinne - Doubles as Singles	0	11,500	11,790
Corinne - Doubles	422	8,500	8,790
Horace Mann - RA	3	8,500	8,790
Horace Mann - Singles	98	9,320	9,610
Horace Mann - Premium Singles (Doubles as Singles)	0	11,500	11,790
Horace Mann - Doubles	6	8,500	8,790
Horace Mann - Jr. Suite Singles	4	9,820	10,110
Horace Mann - Jr. Suite Premium Singles (Doubles as Singles)	0	12,000	12,290
Horace Mann - Jr. Suite Doubles	8	9,000	9,290
Larned - RA	10	8,500	8,790
Larned - Premium Singles (Doubles as Singles)	0	12,000	12,290
Larned - Doubles	306	9,000	9,290
Larned - Triples	30	9,000	9,290
Larned - Quads	16	9,000	9,290
Linsley- RA	5	8,500	8,790
Linsley - Singles	2	9,600	9,890
Linsley - Premium Singles (Doubles as Singles)	0	12,000	12,290
Linsley - Doubles	70	9,000	9,290
Linsley - Suites Premium Singles (Doubles as Singles)	0	13,000	13,290
Linsley - Suites Doubles	80	10,000	10,290
Peirce - RA	3	8,500	8,790
Peirce - Singles	87	9,320	9,610
Peirce - Premium Singles (Doubles as Singles)	0	11,500	11,790
Peirce - Doubles	14	8,500	8,790
SUBTOTAL - SYSTEM	<u>1,246</u>		
Mary Miles Bibb Hall - RA	10	9,100	9,390
Mary Miles Bibb Hall - Singles	16	11,100	11,390
Mary Miles Bibb Hall - Suite Singles	0	11,100	11,390
Mary Miles Bibb Hall - Suite Premium Singles (Doubles as Singles)	0	14,100	14,390
Mary Miles Bibb Hall - Suite Doubles	184	11,100	11,390
Mary Miles Bibb Hall - Conjoined Premium Singles (Doubles as Singles)	0	13,100	13,390
Mary Miles Bibb Hall - Conjoined Doubles	200	10,100	10,390
West Hall - RA	9	9,100	9,390
West Hall - Singles	35	11,100	11,390
West Hall - Premium Singles (Doubles as Singles)	0	13,100	13,390
West Hall - Doubles	272	10,100	10,390
SUBTOTAL - CAMPUS	<u>726</u>		

Massachusetts State College Building Authority
Schedule 4: Residence Halls Room Rents

Certified Fall 2024 design occupancy and proposed rents for fiscal year 2026 for both "system" and "campus" beds. Reflects base room rent for the Residence Hall Trust Fund. Auxillary and other fees not shown.

	Fall 2024	FY25	FY26
	Design Occupancy	Approved Rent (\$)	Approved Rent (\$)
<u>Mass College of Art & Design</u>	<u>919</u>		
Smith - RA	4	12,700	13,150
Smith - Singles	8	12,700	13,150
Smith - Build-up Singles as Doubles	0	10,537	10,925
Smith - Doubles	96	11,176	11,580
Smith - Build-up Doubles as Triples	0	10,073	10,445
Smith - Kitchen Singles	2	12,988	13,450
Smith - Kitchen Doubles as Singles Charged as Singles (COVID)	0	12,988	13,450
Smith - Kitchen Doubles as Singles Charged as Doubles (COVID)	0	12,988	13,450
Smith - Kitchen Doubles	6	12,123	12,555
Smith - Build-up Kitchen Doubles as Triples	0	11,176	11,580
SUBTOTAL - SYSTEM	<u>116</u>		
Artists' Residence - RA	8	15,605	16,145
Artists' Residence - Singles	166	15,605	16,145
Artists' Residence - Singles as Doubles (Build-Up)	0	12,061	12,495
Artists' Residence - Doubles	136	13,915	14,405
Artists' Residence - Doubles as Triples	0	11,495	11,910
Treehouse - RA	10	15,605	16,145
Treehouse - Singles (incl. floors 11/12)	20	15,605	16,145
Treehouse - Doubles as Singles	0	13,915	14,405
Treehouse - Doubles (incl. floors 11/12)	200	13,915	14,405
Treehouse - Triples (incl. floors 11/12)	60	11,495	11,910
Treehouse -Premium - Singles - Floors 4-10	21	15,501	16,036
Treehouse -Premium - Doubles - Floors 4-10	140	15,501	16,036
Treehouse -Premium - Triples - Floors 4-10	42	15,501	16,036
Treehouse -Premium Singles Floors 11&12	0	14,585	15,092
Treehouse -Premium Doubles Floors 11&12	0	14,585	15,092
Treehouse -Premium Triples Floors 11&12	0	14,585	15,092
Treehouse -Premium Singles - Floors 11&12	0	15,501	16,036
Treehouse -Premium Doubles - Floors 11&12	0	15,501	16,036
Treehouse -Premium Triples - Floors 11&12	0	15,501	16,036
Premium - Standard Avg. - Floors 11 & 12	0	14,585	15,092
SUBTOTAL - CAMPUS	<u>803</u>		

Massachusetts State College Building Authority
Schedule 4: Residence Halls Room Rents

Certified Fall 2024 design occupancy and proposed rents for fiscal year 2026 for both "system" and "campus" beds. Reflects base room rent for the Residence Hall Trust Fund. Auxillary and other fees not shown.

	Fall 2024	FY25	FY26
	Design Occupancy	Approved Rent (\$)	Approved Rent (\$)
<u>Mass College of Liberal Arts</u>	<u>1,026</u>		
Berkshire - RA	8	5,000	5,000
Berkshire - Standard Singles	0	9,500	9,850
Berkshire - Doubles as Singles	0	10,100	10,450
Berkshire - Doubles	304	8,800	9,250
Flagg Townhouses - RA	8	5,000	5,000
Flagg Townhouses- Standard Singles	0	10,100	10,550
Flagg Townhouses - Doubles as Singles	0	10,500	11,150
Flagg Townhouses - Doubles	460	9,500	9,950
Flagg Townhouses - Premium Doubles (Triples as Doubles)	0	10,100	10,550
Hoosac - RA	7	5,000	5,000
Hoosac - Standard Singles	0	9,500	9,850
Hoosac - Doubles as Singles	0	10,100	10,450
Hoosac - Doubles	239	8,800	9,250

	Fall 2024	FY25	FY26
	Design Occupancy	Approved Rent (\$)	Approved Rent (\$)
<u>Mass Maritime Academy</u>	<u>1,506</u>		
Companies 1-6	SUBTOTAL - SYSTEM	8,921	9,198
Companies 1-2 Expansion	168	8,921	9,198
Emory Rice Hall	72	8,921	9,198
Company 4 Build Over	234	8,921	9,198
	SUBTOTAL - CAMPUS		
	<u>474</u>		

Massachusetts State College Building Authority
Schedule 4: Residence Halls Room Rents

Certified Fall 2024 design occupancy and proposed rents for fiscal year 2026 for both "system" and "campus" beds. Reflects base room rent for the Residence Hall Trust Fund. Auxillary and other fees not shown.

	Fall 2024	FY25	FY26
	Design Occupancy	Approved Rent (\$)	Approved Rent (\$)
<u>Salem State</u>	<u>1,926</u>		
Bowditch - RA	9	11,937	12,534
Bowditch - Apartments	3	11,937	12,534
Bowditch - Premium Singles	0	11,937	12,534
Bowditch - Doubles	264	9,484	9,958
Peabody - RA	10	11,937	12,534
Peabody - Apartments	3	11,937	12,534
Peabody - Doubles	309	9,484	9,958
Peabody - Doubles as Singles	0	11,937	12,534
Peabody - Premium Singles			
SUBTOTAL - SYSTEM	<u>598</u>		
Atlantic Hall - RA	9	12,806	13,447
Atlantic Hall - Singles	165	12,806	13,447
Atlantic Hall - Doubles	278	11,921	12,517
Marsh Hall - RA	15	13,184	13,843
Marsh Hall - Apartments	5	13,184	13,843
Mash Hall - Doubles as Singles	0	13,184	13,843
Marsh Hall - Doubles and Triples	503	10,643	11,175
Viking Hall - RA	10	11,424	11,995
Viking Hall - Apartments	3	11,424	11,995
Viking Hall - Singles	8	11,424	11,995
Viking Hall - Doubles	282	10,894	11,439
Viking Hall - Suite Doubles	38	11,156	11,714
Viking Hall - Suite Singles	12	11,424	11,995
SUBTOTAL - CAMPUS	<u>1,328</u>		

Massachusetts State College Building Authority
Schedule 4: Residence Halls Room Rents

Certified Fall 2024 design occupancy and proposed rents for fiscal year 2026 for both "system" and "campus" beds. Reflects base room rent for the Residence Hall Trust Fund. Auxillary and other fees not shown.

	Fall 2024 Design Occupancy	FY25 Approved Rent (\$)	FY26 Approved Rent (\$)
<u>Westfield State</u>	<u>2,680</u>		
Apartments - RA	6	8,810	9,030
Apartments - Singles	90	9,310	9,530
Apartments - Deluxe/Premium Singles	0	11,810	11,030
Apartments - Doubles	168	8,810	9,030
Apartments - Triples	6	8,810	9,030
Courtney - RA	11	8,810	9,030
Courtney - Singles	0	9,310	9,530
Courtney - Premium Singles	5	11,810	11,030
Courtney - Doubles	356	8,810	9,030
Courtney - Triples	96	8,810	9,030
Courtney - Quads	0	8,810	9,030
Davis - RA	8	8,810	9,030
Davis - Singles	6	9,310	9,530
Davis - Premium Singles	0	11,810	11,030
Davis - Doubles	244	8,810	9,030
Davis - Triples	0	8,810	9,030
Davis - Quads	8	8,810	9,030
Dickinson - RA	8	8,810	9,030
Dickinson - Singles	7	9,310	9,530
Dickinson - Premium Singles	0	11,810	11,030
Dickinson - Doubles	260	8,810	9,030
Dickinson - Quads	0	8,810	9,030
Lammers - RA	8	8,810	9,030
Lammers - Singles	6	9,310	9,530
Lammers - Premium Singles	0	11,810	11,030
Lammers - Doubles	264	8,810	9,030
Lammers - Triples	33	8,810	9,030
Scanlon - RA	10	8,810	9,030
Scanlon - Singles	6	9,310	9,530
Scanlon - Doubles	66	8,810	9,030
Scanlon - Triples	160	8,810	9,030
Scanlon - Quads	34	8,810	9,030
SUBTOTAL - SYSTEM	<u>1,866</u>		
New Hall - RA	9	8,810	9,030
New Hall - Singles	160	9,310	9,530
New Hall - Premium Singles	0	11,810	11,030
New Hall - Doubles	234	8,810	9,030
University Hall - RA	9	8,810	9,030
University Hall - Singles	38	9,310	9,530
University Hall - Premium Singles	0	11,810	11,030
University Hall - Doubles	364	8,810	9,030
SUBTOTAL - CAMPUS	<u>814</u>		

Massachusetts State College Building Authority
Schedule 4: Residence Halls Room Rents

Certified Fall 2024 design occupancy and proposed rents for fiscal year 2026 for both "system" and "campus" beds. Reflects base room rent for the Residence Hall Trust Fund. Auxillary and other fees not shown.

	Fall 2024	FY25	FY26
	Design Occupancy	Approved Rent (\$)	Approved Rent (\$)
<u>Worcester State</u>	<u>1,584</u>		
Chandler Village - RA	12	9,400	9,800
Chandler Village - Singles	212	9,700	10,100
Chandler Village - Doubles as Singles	0	10,700	10,700
Chandler Village - Doubles	196	8,700	9,100
Dowden Hall - RA	8	9,400	9,800
Dowden Hall - Singles	5	9,400	9,800
Dowden Hall - Doubles as Singles	0	10,400	10,400
Dowden Hall - Doubles	230	8,400	8,800
SUBTOTAL - SYSTEM	<u>663</u>		
Dowden Hall Expansion - RA	5	9,400	9,800
Dowden Hall Expansion - Singles	10	9,400	9,800
Dowden Hall Expansion - Doubles as Singles	0	10,400	10,400
Dowden Hall Expansion - Doubles	158	8,400	8,800
Wasylean Hall - RA	10	9,400	9,800
Wasylean Hall - Singles	122	10,200	10,600
Wasylean Hall - Doubles as Singles	0	11,200	11,200
Wasylean Hall - Doubles	216	9,200	9,600
Sheehan Hall - RA	12	9,400	9,800
Sheehan Hall - Singles	36	10,000	10,400
Sheehan Hall - Doubles as Singles	0	11,000	11,000
Sheehan Hall - Doubles	352	9,000	9,400
SUBTOTAL - CAMPUS	<u>921</u>		
Total System Beds	9,809		
Total Campus Beds	6,807		
Total Design Occupancy	<u>16,616</u>		

Massachusetts State College Building Authority
Schedule 5: Student Life Gross Debt Service

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. Gross Debt Service; does not reflect BABs subsidy offset.

Bridgewater State

Project	Bond Issuance	Ownership	Debt Service
East Campus Dining	99-1, 03B, 20A, 24A	Authority	709,419
Swenson Athletic Facility	09C, 20A, 24A	Commonwealth	391,858
East Campus Parking Garage	10B, 20A, 24A	Authority	1,037,191
University Park	12A, 19C, 20A, 24A	Commonwealth	37,685
Rondileau Campus Center	12C, 20A, 22A	Commonwealth	353,521
Welcome Center	12C, 20A, 22A	Commonwealth	277,561
Tower Parking Lot	06A, 12B, 14D, 19C, 20A, 24A	Commonwealth	118,844
	Debt Service		2,926,078

Fitchburg State

Project	Bond Issuance	Ownership	Debt Service
Hammond Campus Center	10B, 20A, 24A	Commonwealth	1,356,514
Hammond Campus Center	12C, 20A, 22A	Commonwealth	719,729
Parking	12C, 20A, 22A	Commonwealth	184,652
Hammond Campus Center	14A, 20A, 24A	Commonwealth	844,252
Hammond Campus Center	14B, 20A, 24A	Commonwealth	430,443
Landry Arena	17A, 20A, 24A	Commonwealth	318,716
132 Highland Avenue	17B, 20A, 24A	Authority	155,547
Holmes Dining	19A, 20A, 24A	Commonwealth	133,729
Recreation Center	19A, 20A, 24A	Commonwealth	107,365
Hammond Campus Center	12A, 19C, 20A, 24A	Commonwealth	237,327
Athletic Fields	05A, 12B, 20A, 24A	Commonwealth	85,647
Holmes Dining	05A, 06A, 12B, 20A, 24A	Commonwealth	172,814
	Debt Service		4,746,735

Massachusetts State College Building Authority
Schedule 5: Student Life Gross Debt Service

Framingham State

Project	Bond Issuance	Ownership	Debt Service
Crocker Hall	10B, n/a	Commonwealth	56,176
Hemenway Science Center	10B, n/a	Commonwealth	1,861,556
Union Avenue Parking/Athletic	03A, 11A, 12B, 20A, 24A	Commonwealth	64,729
Hemenway Center	12C, 20A, 22A	Commonwealth	128,462
McCarthy Campus Center	12C, 20A, 22A	Commonwealth	137,224
Franklin Street Parking	12C, 20A, defeased, 22A	Authority	318,573
Parking	14A, 20A, defeased	Authority	5,505
Maple Street Athletic	14A, 20A, 24A	Commonwealth	51,697
Maple Street Athletic	14C, 20A, 24A	Commonwealth	1,493
Salem End/Parking	14C, 20A, 24A	Authority	20,529
860 Worcester Road	15A, 20A, 24A	Authority	104,516
Warren Conference Center	15A, 20A, 24A	Authority	104,566
McCarthy Campus Center	08A, 16A, 20A, 24A	Commonwealth	64,903
Adams Road Land Acquisition	09A, 16A, 20A, 24A	Commonwealth	54,781
Parking Garage	09A, 16A, 20A, 24A	Commonwealth	482,089
Danforth Art Museum	17B, 20A, 24A	Authority	172,438
McCarthy Dining	19A, 20A, 24A	Commonwealth	59,915
Athletic Fields	19A, 20A, 24A	Commonwealth	27,695
McCarthy Campus Center	05A, 06A, 12B, 20A, 24A	Commonwealth	811,801
	Debt Service		4,528,647

Massachusetts College of Art & Design

Project	Bond Issuance	Ownership	Debt Service
Kennedy Campus Center	99-1, 03B, 20A, 24A	Commonwealth	148,810
Center for Design + Media Enabling	14A, 20A, 24A	Commonwealth	569,223
Center for Design + Media	14B, 20A, 24A	Commonwealth	174,855
Center for Design + Media (DCAMM)	14B, 20A, 24A	Commonwealth	491,142
Kennedy Campus Center	09A, 16A, 20A, 24A	Commonwealth	851,266
MassArt Art Museum	17C, 20A, 24A	Commonwealth	541,868
Tower Building	12A, 19C, 20A, 24A	Commonwealth	108,183
	Debt Service		2,885,347

Massachusetts State College Building Authority
Schedule 5: Student Life Gross Debt Service

Massachusetts College of Liberal Arts

Project	Bond Issuance	Ownership	Debt Service
Amsler Campus Center	09C, 20A, 24A	Commonwealth	39,423
277 Ashland Street	09C, 20A, 24A	Commonwealth	86,628
Athletic Facilities	12C, 20A, 22A	Commonwealth	52,836
Parking	12C, 20A, 22A	Commonwealth	17,482
Theater	12C, 20A, 22A	Commonwealth	11,707
Amsler Campus Center	15A, 20A, 24A	Commonwealth	85,071
Amsler Campus Center	19A, 20A, 24A	Commonwealth	67,452
Tennis Courts	06A, 12B, 14D, 19C, 20A, 24A	Commonwealth	11,912
Amsler Campus Center	21B, n/a	Commonwealth	60,650
Athletic Fields	23A, n/a	Commonwealth	112,775
		Debt Service	545,937

Massachusetts Maritime Academy

Project	Bond Issuance	Ownership	Debt Service
Admirals' Hall	12C, 20A, 22A	Commonwealth	188,084
Marine Dock	12C, 20A, 22A	Commonwealth	221,594
Taylor Road Parking	12C, 20A, 22A	Authority	95,440
Wastewater Treatment Plant	12C, 20A, 22A	Commonwealth	81,955
Mess Deck Expansion	14A, 20A, 24A	Commonwealth	527,978
Fantail Student Lounge	22A, 22A	Commonwealth	177,049
		Debt Service	1,292,100

Salem State

Project	Bond Issuance	Ownership	Debt Service
Central Campus Parking	04A, 11A, 20A, 24A	Commonwealth	611
Canal Street Parking	14A, 20A, 24A	Commonwealth	21,051
Property Acquisition / Dining Hall Roof	14A, 20A, 24A	Commonwealth	44,047
Mainstage Auditorium	14A, 20A, 24A	Commonwealth	178,135
One Stop Student Center	14A, 20A, 24A	Commonwealth	21,758
Public Safety	14A, 20A, 24A	Commonwealth	29,084
Viking Hall Café	14A, 20A, 24A	Salem State College Assistance Corp (SSCAC)	142,670
66-68 Loring Avenue	14B, 20A, 24A	Foundation	3,388
North Campus Transportation Center	14B, 20A, 24A	Authority	690,239
Marsh Hall Dining	09A, 16A, 20A, 24A	Authority	2,116,527
O'Keefe Fitness Center	12A, 19C, 20A, 24A	Commonwealth	1,045,241
Baseball/Tennis	06A, 12B, 14D, 19C, 20A, 24A	Salem State College Assistance Corp	79,802
O'Keefe Athletic Field	05A, 12B, 20A, 24A	Commonwealth	879
		Debt Service	4,373,432

Massachusetts State College Building Authority
Schedule 5: Student Life Gross Debt Service

Westfield State

Project	Bond Issuance	Ownership	Debt Service
Tim & Jeanne's Dining	10B, 20A, 22A, 24A	Commonwealth	534,904
Juniper Park School	14B, 20A, 24A	Commonwealth	59,695
Science Center	14B, 20A, 24A	Commonwealth	1,048,564
Ely Wellness Center	12A, 19C, 20A, 24A	Commonwealth	275,790
		Debt Service	<u>1,918,954</u>

Worcester State

Project	Bond Issuance	Ownership	Debt Service
Athletic Facility	12C, 20A, 22A	Commonwealth	789,126
Sheehan Dining Hall	12C, 20A, 22A	Commonwealth	314,471
Parking Garage	06A, 12B, 14D, 19C, 20A, 24A	Authority	537,032
		Debt Service	<u>1,640,630</u>

Bunker Hill Community College

Project	Bond Issuance	Ownership	Debt Service
Learning and Resource Center	CC3	Commonwealth	2,036,800
		Debt Service	<u>2,036,800</u>

Mount Wachusett Community College

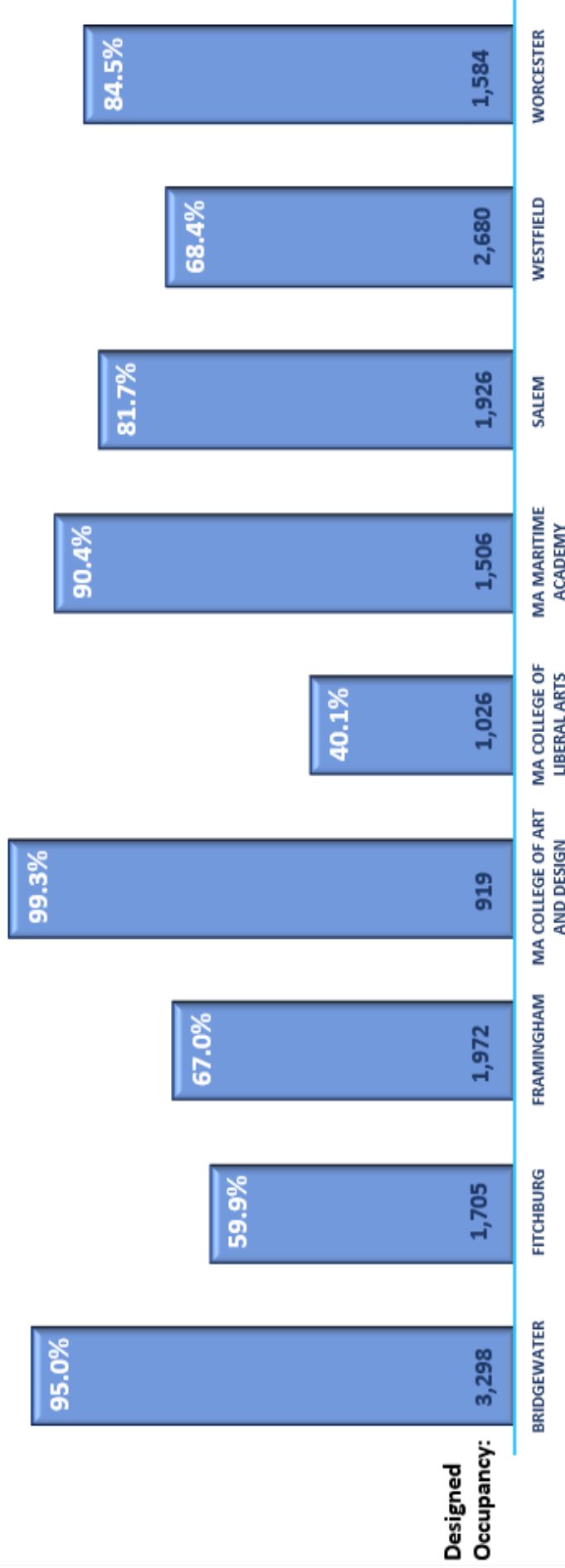
Project	Bond Issuance	Ownership	Debt Service
Science Center	CC1, CC3	Commonwealth	224,500
Student Lounge	CC2	Commonwealth	205,183
		Debt Service	<u>429,683</u>

TOTAL STUDENT LIFE

Debt Service 27,324,342

Housing Capacity as a % of Designed Occupancy

Data from Fall 2024



Designed Occupancy:

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

	Academic Years					
	2019-	2020-	2021-	2022-	2023-	
	2020	2021	2022	2023	2024	Fall 2024
Bridgewater State	95.7%	37.1%	81.2%	88.6%	91.2%	95.0%
Fitchburg State	76.2	50.3%	57.8%	52.3%	58.2%	59.9%
Framingham State	87.9	32.8%	64.0%	63.9%	62.6%	67.0%
Mass. College of Art and Design	99.9	65.0%	97.9%	100.9%	99.9%	99.3%
Mass. College of Liberal Arts	73.4	46.3%	42.6%	42.2%	42.6%	40.1%
Mass. Maritime Academy	101.3	57.3%	94.5%	87.0%	79.2%	90.4%
Salem State	79.0	36.5%	63.1%	79.1%	75.8%	81.7%
Westfield State	82.2	37.5%	66.4%	66.4%	62.1%	68.4%
Worcester State	95.6	50.4%	77.6%	84.2%	84.2%	84.5%
<i>Total Occupancy Rate</i>	<i>87.7%</i>	<i>42.9%</i>	<i>71.4%</i>	<i>74.5%</i>	<i>73.7%</i>	<i>77.7%</i>

**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

MASSACHUSETTS STATE COLLEGE BUILDING AUTHORITY
RESIDENCE HALL AND STUDENT LIFE PROJECT POLICIES
FISCAL YEAR 2026

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


Attachment 3 - FY 26 Schedule of Proposed Rents and Operating Budget Vote 2025-1-28


Final Audit Report


2025-01-29

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