

**MAINTENANCE FUNDING SOURCES  
OFFICE OF FACILITIES MANAGEMENT**

Facilities Management has 2 primary sources of funding for maintenance of KCTCS facilities, the Capital Renewal and Maintenance Account and the Minor Maintenance Account. The Capital Renewal and Maintenance Account has historically received approximately \$2.5 million of funding each year, while the Minor Maintenance Account has received approximately \$750,000 each year.

The Capital Renewal and Maintenance Account is used to fund capital maintenance projects with scopes typically in the \$50,000 to \$600,000 range, and that require professional design services. These projects are established with the Finance and Administration Cabinet and administered by that Cabinet's Division of Engineering and Contract Administration. KCTCS does not have the authority to contract for architectural and/or engineering services and therefore is required to use the Finance Cabinet for these projects. Typically these projects are for the replacement of major building systems such as HVAC and roofing which are beyond the scope of the college.

In a couple of earlier biennia, the Capital Renewal and Maintenance Pool received some matching funding from the Council on Postsecondary Education which increased the funds available to the Pool in those biennia by approximately one-third. The last two biennial budgets have not provided those matching funds so the number of projects that can be undertaken has been reduced.

The process for selecting projects for funding via the Capital Renewal and Maintenance Pool begins with the annual facility inspection. These inspections are required by the Council on Postsecondary Education as a part of the Capital Renewal program. The inspection is the college's responsibility using the inspection format available from Facilities Management. Facilities Management staff will provide assistance with the inspections as requested. Inspections are to be completed, and an electronic copy forwarded to Facilities Management, by March 1 each year.

Facilities Management staff will then review the inspection reports and work with the colleges in developing prioritized project lists based on needs identified through the inspections. All of the college priority lists are then evaluated by Facilities Management staff to determine overall System priorities for the available funding. Top priority is given to projects that are addressing serious safety or environmental health issues and to projects that are needed to avoid serious disruptions in the provision of services at the colleges.

The Minor Maintenance Account is used to fund unanticipated overruns in Capital Renewal projects, annual fire alarm system inspections, annual hazardous waste disposals, environmental evaluations of suspect buildings or spaces within buildings, and to respond to emergency situations for which the college has insufficient resources to address. These funds are also often used to begin the design of future capital projects which are time sensitive due to scheduling restrictions that limit access to the building or are season- specific.