

2.2 Roles & Responsibilities

There are three business units within Facilities Management and Development:

- Facilities Management
- Facilities Development
- Office of Sustainability

The roles and responsibilities of these units are described below.

2.2.1 Facilities Management

Ensuring the ongoing safety, integrity, value and sustainability of the University's world-class facilities, Facilities Management is responsible for providing the operations and capital asset management functions for the University.

Operations includes all activities associated with the routine, day to day use, support and maintenance of buildings or physical assets; inclusive of administration, management fees, normal/routine maintenance, custodial services and cleaning, fire protection services, pest control, snow removal, grounds care, landscaping, environmental operational and record keeping, trash-recycle removal, service contracts, leases and utility charges (electric, gas/oil, water).

Capital asset management is the identification and prioritization of facility and infrastructure physical, functional, and budgetary needs, spanning a multi-year timeframe. It also includes the process of reinvesting funds into physical assets in support of the organizational mission, above and beyond normal routine operations and maintenance.

Within Facilities Management, Operations and Maintenance maintains all base building functions, such as: lighting, electrical, heating and cooling, plumbing, structural issues, basic cleaning, grounds keeping, fire protection services, pest control, snow removal, environmental operations and record keeping, trash-recycle removal, motor vehicle fleet, and service contracts.

The Energy & Utilities Department within Facilities Management provides the institution's buildings with the safe, reliable, and cost effective supply and delivery of utilities such as electrical power, natural gas, high temperature hot water, chilled water, domestic water, treated feed water, and automated controls. The Energy & Utilities Department is comprised of the Central Heating & Cooling Plant (CHCP), Electrical Utilities & Distribution (EUD), Building Automation System (BAS), and Energy Management.

Facilities Management staff input to project design will be coordinated through the Project Manager, OUA and CE.

2.2.2 Facilities Development

Facilities Development is responsible for project delivery of all infrastructure at the University of Calgary.

Within Facilities Development the Office of the University Architect (OUA), Campus Engineering (CE), and the Project Management Office (PMO) are the three technical groups involved from project initiation through to project design, construction, commissioning and handover.

At project initiation the OUA, CE, and PMO should communicate the client's program and technical project requirements to the selected design team. These requirements are documented in this Design Standards document. For small-medium/non-complex projects the Design Standards can simply be forwarded to the design team. For larger or more complex projects a project initiation meeting should be held to present and discuss the Standards as they relate to the specific project.

The involvement of the OUA, CE, and PMO in the project delivery process varies with the size and complexity of the project.

- All projects will be assigned a project manager through the PMO.
- For medium/non-complex projects construction documents will be reviewed at 60% completion and at pre-tender. An interim and final site inspection will be carried out as directed by the project manager.
- For large or complex projects representatives of the OUA, CE, and PMO will attend project design meetings on a regular basis and reviews of the design will be in accordance with Section 2.4 – University Design Review and Approval.

During the construction phase of the project the OUA and CE will conduct interim and final site inspections, as directed by the project manager, for small-medium/non-complex projects. For large or complex projects, representatives of the OUA and CE will conduct periodic site inspections and pass on any deficiencies or concerns noted to the project manager. In addition, representatives of the OUA and CE will attend the regular site meetings held by the contractor or construction manager.

As noted in Section 7.3 of these standards, the University, through CE, will either lead the project commissioning process or retain an external commissioning agent. All projects will receive an appropriate level of commissioning.

The OUA and CE will be the University's technical representatives with respect to minimum functional requirements for the granting of substantial performance on large/complex projects.

2.2.3 Office of Sustainability

The Office of Sustainability assists with the development of policy, strategic planning, and the implementation of programs and services to advance the University of Calgary's sustainability commitments. Through mentorship in fifteen portfolios, the Office of Sustainability works to integrate sustainability into all aspects of campus operations, build a cross-campus culture of participation in sustainability stewardship, and advance the understanding of sustainability in teaching, research, and service. The University of Calgary is committed to excellence and leadership in advancing the pursuit of sustainability in teaching, research, community service, and operations.

The Office of Sustainability is responsible for the advancement of the Institutional Sustainability Plan (ISP). The ISP provides a ten-year framework for acting upon the institutional commitments to sustainability and includes institutional goals, key performance indicators, as well as short and long-term targets. More specifically, with respect to the built environment, the Office of Sustainability provides guidance on land planning as well as new and existing building projects in the areas of energy and reduction of greenhouse gas emissions, water, indoor environmental quality, waste, and materials impacts, etc. Opportunities for teaching and research may also be highlighted.

The involvement of the Office of Sustainability in the project delivery process varies with the size and complexity of the project. For medium/non-complex projects, the involvement of the Office of Sustainability will be determined on a case-by-case basis. For large or complex projects, the Office of Sustainability will interact with the project's sustainability consultant on a regular basis and will participate in reviews of the design as per Section 2.4 – University Design Review and Approval.

During the construction phase of the project, the Office of Sustainability will review construction documentation pertaining to sustainable performance (e.g., construction waste management, indoor air quality management, product and material selection, etc). The Office of Sustainability will only attend regular site meetings as required.

Revision History

Revision Date	Version	Description
November 2014	1.1	Baseline version
June 29, 2023	1.0	Added Revision History table to end of document and reset to Version 1.0.