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| <b>SUBJECT:</b><br>Facilities Operations Housing / UCF<br>Convocation Corporation / Utilities and Energy<br>Services Division of Responsibility Procedure | <b>Effective Date:</b><br><br>12/1/15   | <b>Procedure Number:</b><br><br>FS 2015 FS0016 |                       |
|   | <b>Supersedes:</b>  | <b>Page</b><br><b>1</b>                        | <b>Of</b><br><b>4</b> |
|   | <b>Responsible Authority:</b><br>Director, Utilities & Energy Services<br>Director, Facilities Operations |  |                       |

**APPLICABILITY/ACCOUNTABILITY:**

This procedure shall apply to Facilities Operations Housing (FO Housing), UCF Convocation Corporation (Golden Towers 1-4), and Utilities and Energy Services (UES) departments.

**PROCEDURE STATEMENT:**

This procedure serves as a memorandum of understanding (MOU) between FO Housing, UCF Convocation Corporation, and UES, thereby establishing a division of responsibility between the three areas. In order to provide a seamless and timely transfer of work from one area to the other, this procedure will function as the governing document providing clarification of the roles of all departments when responding to maintenance issues in UCF campus housing buildings.

**DEFINITIONS:**

CMMS: Computerized Maintenance Management System

DDC: Direct Digital Control

DX: Direct Expansion

VFD: Variable Frequency Drive

**PROCEDURE:**

FO Housing and Convocation Corporation shall be the owner of all HVAC equipment in their Housing buildings, including controls, and have ultimate responsibility for the operation and maintenance of all Housing HVAC equipment.

UES shall act as a technical advisor to FO Housing and Convocation Corporation and will provide assistance when needed at the current control technician billable rate, but due to staffing

levels and Main Campus work load, cannot take the lead role in repair of Housing HVAC controls issues.

If none of the parties to this procedure (FO Housing, Convocation Corporation, and UES) has the technical knowledge to resolve a particular controls issue, it shall be the responsibility of FO Housing or Convocation Corporation to contact the appropriate controls vendor and provide funding for the repair.

Procurement of parts shall be the responsibility of FO Housing and the Convocation Corporation. If UES happens to have the correct shop stock, they will provide the part to expedite the repair, at the cost of the part plus labor, billed through the Computerized Maintenance Management System (CMMS).

Details on the types of controls equipment for which UES will provide troubleshooting assistance include:

**HVAC Systems:**

1. UES will provide troubleshooting assistance with the following HVAC controls components (if present):
  - a. Sensors
  - b. Transducers
  - c. Low voltage wiring/conduit
  - d. Controller cabinets
  - e. Controllers
  - f. DDC thermostats (networked)
  - g. DDC temperature sensors
  - h. Control transformers
  - i. Power supplies
  - j. Low voltage relays and contactors
  - k. Communication cable
  - l. Building automation system software
  - m. Actuators (all voltages)
  - n. Air flow stations
  - o. Terminal units:
    - i. Velocity sensors
    - ii. Air flow switches
    - iii. Controllers
    - iv. Air tubing
    - v. Actuators
    - vi. Transformers
    - vii. Transducers

- viii. DDC Temperature sensors
- 2. FO Housing and Convocation Corporation will be responsible for the operation and maintenance of the following HVAC equipment and components (if present):
  - a. Variable frequency drives (VFD)
  - b. Combination starter/disconnects
  - c. Air handling units
  - d. Air compressors
  - e. Ductwork
  - f. Volume dampers
  - g. Fire dampers
  - h. Fire/smoke dampers
  - i. Cooling and heating coils
  - j. Boilers (including internal controls)
  - k. Cooling towers
  - l. Above and below grade domestic water lines downstream of the main backflow preventer
  - m. Above and below grade condenser water piping
  - n. Above and below grade heating hot water piping
  - o. Chilled water lines downstream of the main building isolation valves
  - p. Fans
  - q. Pumps
  - r. Stand-alone air-cooled chillers (including internal controls)
  - s. Piping
  - t. Gauges (pressure, temperature, etc.)
  - u. Insulation
  - v. DX equipment (including internal controls)
  - w. Heat exchangers
  - x. Valves/fittings
  - y. Flexible connectors
  - z. Stand-alone DX thermostats and wiring
  - aa. Refrigeration equipment (walk-in coolers)
  - bb. Refrigerated water fountains
  - cc. Terminal unit components:
    - i. Damper and shaft
    - ii. Heating coils
    - iii. Cabinet
    - iv. Insulation
    - v. Fan impellers
    - vi. Blower housing
    - vii. Motors

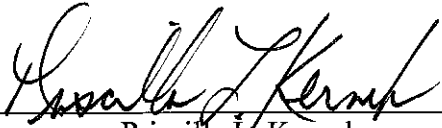
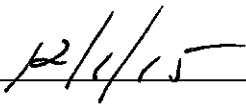
- viii. High voltage wire
  - ix. High voltage contactors
  - x. Filters
  - xi. Cleaning
3. Variable Frequency Drive (VFD) Issues:
- a. Due to the higher voltages present, VFDs are considered out of UES scope and should not be serviced by UES personnel.
  - b. Exception: In certain, limited cases, such as a blown fuse, UES may attempt a VFD repair if the control technician believes that he/she can get the unit up and running safely in less than ½ hour.

**Fire Alarm Systems**

- 1. FO Housing and Convocation Corporation shall be responsible for fire alarm systems, to include control panels; wiring; conduit; and devices such as area smoke detectors, magnetic door holders, heat detectors, fire alarm relays, duct smoke detectors, and any fire smoke damper actuators directly connected to the fire alarm system wiring.
- 2. UES shall provide assistance with low voltage circuits switched by fire alarm relays, to include low voltage wiring on the switched side of the fire alarm relay, conduit, transformers, and fire/smoke damper actuators present on these secondary circuits, if power is supplied by the HVAC control system.

**Lighting Systems:**

- 1. FO Housing and Convocation Corporation shall be responsible for the operation and maintenance of the lighting controllers (Lutron, Crestron, etc.), fixtures, conduit, wire, electrical panels, circuit breakers, and transformers.

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| Approved By:  | Date Approved:  |
| <br><hr/> Priscilla L. Kernek<br>Associate Vice President<br>Administration and Finance<br>Facilities and Safety | <br><hr/> 12/1/15 |