East Tennessee State University

Department of Facilities Management

Building Audit Policy

1. PURPOSE

The purpose of the building audit is to identify facility deficiencies and functional performance of campus facilities through a physical inspection and observation report. The audit program is a facilities management tool that enables Facilities Management administrators to take action necessary to support a program of major repair and /or capital renewal, deferred maintenance, functional improvements, replacements, and disposal of facilities.

Also this program helps to establish maintenance priorities through a continuous process that will extend the useful life of campus facilities, reduce disruptions in the usage of space and equipment, and improve relations between Facilities Management and the users of the facility.

1. POLICY

An audit will be performed twice a year to identify any needed maintenance items as well as life and fire safety issues. Once audit is complete, any deficiencies will be entered into the TMA work order system and distributed to the appropriate shops for repair.

Facility Audit Coordinator Responsibilities

1. Maintain schedule for building audit.
2. Notify Building Coordinator of scheduled audit. Notifications also include Facilities Management and EH&S team members.
3. Monitor the progress of the scheduled inspections and ensure satisfactory progress.
4. Review and consolidate inspection information.
5. Notify team members once deficiencies are corrected.

The building inspections are defined to include, but not limited to: stained/broken/missing ceiling tiles, burnt out lights, damaged/missing floor tiles, worn out carpet, repainting, leaking toilets and faucets, emergency lighting, clear paths of egress, etc.