



Procedure to Designate and Manage Out-of-Service Facilities

Approved by the Space Use Advisory Committee; 11/10/16

INTENT

Facilities that appear to no longer support the University's mission should be thoroughly evaluated for potential value to the University. Once determined to have no value, facilities should be designated *Out of Service*, appropriately secured, and managed until appropriate disposition occurs.

GIVENS

- Facilities that no longer support the University's mission require ongoing commitments in operating funds (e.g., maintenance, utilities, security, etc.) that are better used to address programmatic priorities in other facilities.
- Unexpected events (e.g., flooding) in vacant facilities due to lack of attention divert scarce financial resources to remediation and create unnecessary workloads that have the potential to divert attention from more critical needs.
- Vacant facilities increase our risk and liability by creating attractive nuisance issues and may require community engagement resources to manage community concerns.
- Vacant facilities in poor condition may have a reputational impact on Cornell.

OUT OF SERVICE DESIGNATION

The stewarding unit must identify a facility that no longer meets programmatic needs to the Space Management Program Manager (SMPM).

The SMPM will evaluate the facility and make one of two recommendations to the Space Use Advisory Committee (SUAC):

- 1) Based on an evaluation of low value to any University use due to location, previous use, condition, etc., the facility should be designated as *Out of Service* (OOS) and added to a master *Proposed for Removal List*¹.
- 2) Based on an evaluation of ongoing potential value to Cornell, the facility should be handled under the *Procedure for the Reallocation of Space*. If the reallocation procedure results in no interest from any unit in operating a facility, then that facility designation will default to *Out of Service* and addition to the master *Proposed for Removal List*.

¹ Removal might include sale, deconstruction, relocation, and/or demolition.

The SMPM maintains the master *Proposed for Removal List*.

Until such time as a facility is designated OOS, it will be considered occupied for purposes of code compliance, space inventory, the budget model and other stewardship considerations.

OUT OF SERVICE MANAGEMENT

The SMPM will review additions to the *Proposed for Removal List* with the Campus Planning Office and the Real Estate department. Real Estate will follow internal operating protocols to identify any facilities with potential sale or lease value. Any such facilities will be held on the list with a *real estate hold* until sold or leased, or until Real Estate removes the hold. Separate Land Use Management Committee action will be required to declare the land “excess” if the property is sold with the facility.

The following protocols apply during the period of time between designation as OOS and removal:

- Infrastructure, Properties and Planning (IPP) will work with the units to develop and maintain a Service Level Agreement (SLA) for such facilities; Facilities Management is the lead within IPP for developing SLAs. The SLA will address important stewardship responsibilities such as code compliance, inspections, utility services, etc.
- IPP will follow a standard protocol to secure all OOS facilities that the steward unit will fund.
- Space inventory coding
 - a. The SMPM will notify Facilities Inventory when a facility is designated *Out of Service*, and the facility will be flagged as such in the Facilities Inventory System. Such communication must occur at least once a year, during the inventory system fiscal year close-out process in July-August, for the fiscal year just ended.
 - b. Room assignments will remain with the stewarding unit until the building is removed.
 - c. The room type for rooms that supported the program will be changed to 050 (incapable of use), which is an assignable room type; existing, non-assignable space, such as bathrooms, circulation, and mechanical rooms, will retain existing coding.
- Budget Model implications
 - a. For the maintenance component² of the model:
 - i. For the fiscal year of designation, the technical rating of a facility is adjusted to 0, with a differential of 10%.
 - ii. The net area is calculated as the sum of net square feet of rooms with the 050 (incapable of use) room type.
 - d. There will be no assessment for the building care component, based on 0 (zero) full-time equivalent assignments.
 - e. The utilities component will be based on actual use³.

The unit and IPP will work through the capital planning process each year to reduce the number of facilities on the *Proposed for Removal List*⁴.

² In the interest of “costs following the cost causers” the assessment for OOS buildings should be reduced, with the understanding that fixed costs related to IPP functions will be shifted elsewhere.

³ If the building utilities go through one or more meters that serve multiple buildings, the utility cost is pro-rated based on square footage of the connected buildings; this means that some out-of-service buildings may have higher than expected utility bills.

⁴ Demolition of state-owned facilities will reduce SUNY allocations to the campus under the current “SUBOA Formula.” However, the allocation distribution model is expected to change and be less reliant on gross square footage as a factor.

OUT OF SERVICE REVERSAL

A unit is required to present a compelling argument to the Space Use Advisory Committee to reverse an *Out of Service* designation and remove the facility from the *Proposed for Removal List*. Should the designation be reversed, the requesting unit is responsible for all costs associated with putting the facility back into code-compliant operation.

CONTACTS

For questions related to this policy:

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