

# MOUNT VERNON NAZARENE UNIVERSITY

*Life Changing*

## **Physical Assets Policy**

It is the policy of Mount Vernon Nazarene University to manage carefully the physical assets (e.g., property, physical plant and equipment) entrusted to the University and to direct the assets toward fulfilling the University's mission. This is accomplished by:

- Complying with applicable governmental regulations regarding the structure and use of facilities.
- Seeking to provide sufficient space and infrastructure to support the University's mission.
- Engaging in a planned capital spending and maintenance program, while directing initiatives toward minimizing energy use and waste production.
- Maintaining an environment and procedures to ensure that facilities can be used safely as intended for designated functions.
- Encouraging constituencies to utilize the physical resources entrusted to the University with prudent care.

The Physical Assets Policy is to be implemented in close harmony with the Policy on Health and Safety.

The following outlines the roles and University position assigned to the role.

<b>Role</b>	<b>University Position</b>
Executive sponsor	Vice President for Finance and Chief Financial Officer

The Physical Assets Policy applies to the following functional areas or positions.

<b>Functional Areas or Positions</b>	<b>Specific Policy Application</b>
Vice President for Finance and Chief Financial Officer	To execute the Physical Assets Policy.
Senior Leadership Team	To define and implement the Physical Assets Policy in divisional responsibilities.
Facility Services staff	To implement the Physical Assets Policy and its supporting purposes, procedures, and behavioral guidelines.
All University employees and students	To adhere to the Physical Assets Policy and its supporting procedures.

Compliance with the Physical Assets Policy is critical and includes the following.

Action	Guideline
Promoting careful stewardship of buildings and grounds	Each division will brief its participants on best practices to maintain the cleanliness of facilities, to minimize waste production, and to reduce energy use.
Practicing preventative maintenance and reducing deferred maintenance	Campus participants will report facilities needing housekeeping or renovation to Facilities Services personnel or event sponsors.
Complying with the Physical Assets Policy	Policy compliance standards and expectations are defined and described in the <i>Faculty Handbook</i> , <i>Staff Handbook</i> , and <i>Student Handbook</i> .

The following documents provide the critical means of implementation of the Physical Assets Policy.

Required Documents	Purpose
Campus master plan	To guide the University in constructing, renovating and repurposing space for esthetic appeal and effective use.
Planned Maintenance Schedule	To systematize and guide Facilities Services staff in the upkeep, repair and refurbishing of facilities and rehabilitating green space.

Additional Documents	Purpose
Green initiatives	To encourage campus participants to minimize the adverse consequences of activities on the campus and surrounding environment.

There are no exclusions or exceptions of the Physical Assets Policy.

The following individuals can be contacted for questions on the Physical Assets Policy as outlined here.

For	Contact
For any question	Unit supervisor
Reporting misuse of the Physical Assets Policy or the University's physical assets	Unit supervisor, Vice President for Finance and Chief Financial Officer, Director of Facility Services

The following outlines the approval, review, and revision history of the Physical Assets Policy.

Version	Approval Date of Version	Version Type
1	January 2010	Initial Release