PASSHE’s Facilities Manual has served as a resource and guide for university facilities planning and operation since about 1992. This procedure codifies a long-existing best practice.

Related Policies:

- Administration of the Keystone Recreation, Park, and Conservation Fund (Act 50 of 1993)
- Capital Facilities Planning, Programming, and Funding
- Delegation of Authority for Leasing State System Real Property as Lessor and Granting Easements or Licenses for Use of State System Real Property
- Delegation of Authority for Undertaking Design, Construction, Repair, Renovation, and Maintenance Projects
- Energy Management and Conservation
- Facilities Projects Contract Compliance Program
- Facilities Resource Planning and Budgeting
- Finance, Operation, Maintenance, and Capital Renewal of Auxiliary Facilities
- Guidelines for Selection of Real Estate Appraisers
- Naming of State System of Higher Education Facilities
- Placing State System Facilities on an Historic Register
- Procurement of Goods, Services, Supplies, and Construction
- Professional Services Contracting
- Programming of Capital Facilities Projects
- Use of Facilities
- Allocation Formula

Additional References: Facilities, capital planning, construction, maintenance, Key 93, deferred maintenance, space guidelines, space utilization, contracting, GESA, ESCO, real estate, lease, easements, appraisals, master plan, feasibility study
I. Introduction

The Facilities Manual provides procedures for planning and programming facilities projects for the Pennsylvania State System of Higher Education (PASSHE) in the Commonwealth of Pennsylvania. Facilities projects are funded by specific Commonwealth appropriations or financed by PASSHE for acquisition, maintenance, repair or renovation of existing facilities or for construction of new facilities. The method of financing determines the procedures used to plan and program a facilities project. This manual explains the different procedures for each method of financing and the planning and programming system used by PASSHE from identification of a deficiency to project approval for design and construction.

II. Procedures/Standards

A. The Pennsylvania State System of Higher Education’s Office of Administration and Finance will maintain the Facilities Manual. The manual will be reviewed at least annually and updates made as needed.

B. The Facilities Manual will be posted on PASSHE’s website at the following location:  

C. Implementation: Immediate