

# Pennsylvania State System of Higher Education Facilities Manual

## Volume IX-A Official Residences

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A facility designated as an official residence to house the president of a State System university requires special project planning and programming for repair, renovation, improvement, and additions to existing facilities or, for construction of a new facility. Routine preventative maintenance should be planned and performed for such facilities, along with all other institution facilities. Since facilities projects for the repair, renovation, improvement, or construction of a new facility may be funded from the State System reserve, as discussed in Policy 1984-07, special procedures must be used in processing facilities projects for such facilities. Requests for funding for special facilities projects for presidents' residences from the State System reserve must be submitted for Board of Governors' approval. The form shown in Figure IX-1 should be submitted for each project. The procedures for building or acquiring an official residence, shown in Appendix IX-A-1, should be used for planning such projects. The procedures specified in Volume V for System-financed capital facilities projects should be followed for obtaining Board of Governors' approval of projects for State System presidential residences.

Approval of projects for repairs and renovations will be based upon the life cycle profile for the facility. State System institutions should prepare a life cycle profile for the facility, and plan and program repairs and renovations according to the profile. A copy of an updated profile must be submitted with each request for project funding for repairs or renovations. Annual funding expended for preventative maintenance, by year, using the last request for life cycle funding requirements should be maintained and submitted with each request for State System reserve funding.

Facilities projects for improvements and additions to an existing facility and for construction of a new facility designated as a residence for a university president should be submitted for Board of Governors' approval using the special project request form shown in Figure IX-1. The procedures specified in Volume V for System-financed capital facilities projects will be used for obtaining the Board's approval of the project. The reasons or rationale for requesting approval of the project should be clearly stated with each request.

Acquisition or purchase of real property for a presidential residence must follow the procedures specified in Volume VII-C. Accomplishment of approved special facilities projects for designated presidential residences must be processed in accordance with the procedures specified in the *Administrative Procedures for Professional Services* and *Contract Procurement for Facilities Projects* manuals.

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