

Policy Title:
**Incorporation of Land and/or Buildings to
University Properties (Real Estate)**

Policy No.: 3020 Rev.: Original
Effective Date: October 2012
Last Revision: N/A

Responsible Office: Office of Facilities
Responsible Official: Associate Vice President of Facilities

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Policy Statement

The purpose of this procedure is to establish the protocol to be followed when property or buildings are purchased or otherwise annexed to the University property holdings and facilities management.

This procedure is necessary to insure the properties are evaluated for:

- Condition & Maintainability
- Security
- Accessibility (Key Access)
- Safety
- Environmental

Policy Sections

3020.1 Responsibilities

Vice President for Finance & Administration – Responsible for all real estate negotiation, contracting and procurement. In addition, responsible for notification of the Office of Facilities upon the purchase or intent to purchase real estate in order to initiate this procedure.

Associate Vice President for Facilities – Responsible for completion of inspections and evaluations related to building or land condition and its maintainability including the performance of environmental inspections and testing. AVP will also insure all locks are rekeyed.

Associate Vice President for Safety & Administrative Services- Responsible for performance of security & safety inspections as well as establishment and control of access (Note: Facilities will re key locks and provide keys to AVP for Safety & Administrative Services).

Facilities Administrative Specialist - Responsible for maintaining a list of all parcels and status. (Copy attached). This document lists of all properties owned and/or in the process of being purchased by the University of New Haven including the status of all inspections. In addition will maintain all records related to parcels including but not limited to, inspection reports, leases, environmental reports etc.

3020.2 Procedure

1. Upon the decision to purchase a real estate parcel with or without structures (buildings), the **Vice President for Finance & Administration** will notify the Facilities Administrative Specialist in the Office for Facilities.
2. Upon notification the **Facilities Administrative Specialist** will:
 - a. Record the parcel in the facilities records.
 - b. Notify the **Associate Vice President for Facilities**
 - c. Notify the **Associate Vice President for Safety & Administrative Services**
 - d. Update campus map
3. The **Associate Vice President for Facilities** will initiate an inspection of the facility and/or parcel with facilities staff. The intention of the inspection is to ascertain the necessary actions to be taken in order to incorporate the

parcel/facility into UNH Facilities Operations. An initial letter report will be developed which document condition of facility, equipment (MEP) and grounds. This letter will ideally "accept" the facility or document actions to be taken prior to their acceptance. Letter report will be sent to the Facilities Administration Specialist in the Office for Facilities for updating of facility records (matrix) and original filed.

4. The **Associate Vice President for Facilities** will also initiate an environmental inspection (Phase I and if necessary Phase II) of the facility and/or parcel under contract with an LEPH or other qualified professional. Completed reports will be reviewed with **Vice President for Finance & Administration** for consideration as part of purchase. Remediation plan will be developed as required. Final acceptance will be documented by letter endorsed by both by the Associate Vice President for Facilities and the Associate Vice President for Safety & Administrative Services. This letter report along with the Phase I (and Phase II as applicable) will be sent to the Facilities Administration Coordinator in the Office for Facilities for updating of facility records (matrix) and filing.
5. The **Associate Vice President for Safety & Administrative Services** will initiate an inspection for the purpose of determining both the safety and security of the facility and/or parcel.
The intention of the inspection is to ascertain the necessary actions to be taken in order to incorporate the parcel/facility into UNH Facilities from a Safety and Security perspective. An initial letter report will be developed which document the condition of facility. This letter will ideally "accept" the facility or document actions to be taken prior to their acceptance. Letter report will be sent to the Facilities Administration Coordinator in the Office for Facilities for updating of facility records (matrix) and original filed.
6. The **Facilities Administrative Specialist** will maintain records and files of all inspections and action items. In addition will also maintain and update a listing of all properties and status of the same. This document will be routinely updated in order to keep a running status of all property acquisitions. This document will be for the sole used of the Office of Finance & Administration (including Facilities, Safety & Security) and not distributed as information contained within may be **CONFIDENTIAL**.