

**GLOSSARY OF COMMON DEFINITIONS
FOR CONSTRUCTION AND MAINTENANCE**

1. CONSTRUCTION

A. Alteration. Work that changes the function of an existing facility or any of its components without expanding the capacity or size of the facility. Deferred maintenance of the original facility may be reduced or eliminated by an alteration.

B. Capital Improvement. The construction, installation, or assembly of a new facility, or the alteration, expansion, or extension of an existing facility to accommodate a change of function or unmet programmatic needs.

C. Capital Improvement Backlog. The aggregate of all capital improvements that address unmet needs.

D. Expansion. The increase of the capacity or size of a facility to serve needs different from or significantly greater than those originally intended. Expansion is considered a capital improvement activity because it creates a new or expanded asset. Deferred maintenance needs for the original facility may be reduced or eliminated through an expansion.

E. New Construction. The erection, installation, or assembly of a new facility.

2. MAINTENANCE

A. Annual Maintenance. Maintenance performed to repair failures during the year in which they occur. Annual Maintenance includes preventive and/or cyclic maintenance performed in the year in which it is scheduled to occur.

B. Cyclic Maintenance. Preventive maintenance activities that recur on a periodic and scheduled cycle of greater than one year. Typical cyclic maintenance projects include re-roofing and repainting buildings, replacing components, rebuilding cableways, and refinishing hardwood floors.

C. Deferred Maintenance. Maintenance that was not performed in a timely manner or when it was scheduled, and that was delayed to a future time. The DOI definition includes facilities not in compliance to codes (i.e., life safety, ADA, OSHA, environmental, etc.) or not in compliance with other regulatory or Executive Order compliance requirements. Deferred maintenance needs may be further categorized as critical or non-critical. Delaying the correction of non-critical needs usually results in them becoming critical facility deficiencies at a future time.

D. Deferred Maintenance Backlog. The unfunded or otherwise delayed work required to bring a facility to a condition that meets accepted codes, laws, and standards and that preserves the facility so that it achieves its expected life and continues to provide acceptable services.

E. Demolition and Disposal. Dismantling and removing a deteriorated or otherwise unneeded facility, or surplus of such a facility, including necessary cleanup work.

F. Facility Deficiency. A defect that occurs when maintenance is not performed in a timely manner. Deficiencies may or may not have immediately observable physical consequences, but when allowed to accumulate, they inevitably lead to deterioration in performance or loss of asset value or both. An accumulation of such uncorrected deficiencies is a backlog that represents impairment in both physical and financial terms.

G. Health and Safety Deficiency. A facilities deficiency that poses a threat to human safety and health (i.e., violations of National Fire Protection Association 101 Life Safety Code or appropriate Health Code) that requires immediate interim abatement and/or long-term permanent abatement.

H. Maintenance. The upkeep of constructed facilities and structures and capitalized equipment necessary to realize the originally anticipated useful life of a fixed asset. Maintenance includes preventive maintenance; cyclic maintenance; repairs; replacement of parts, components, or items of equipment; periodic condition assessments; periodic inspection; adjustment; lubrication and cleaning (non-janitorial) of equipment; painting; resurfacing; rehabilitation; special safety inspections; and other actions to prevent breakdown and assure continuing service.

I. Preventive Maintenance. Scheduled servicing, repairs, inspections, adjustments, and replacement of building parts that result in fewer breakdowns and fewer premature replacements, thereby helping to achieve the expected life of facilities and equipment.

J. Rehabilitation. Renovation of an existing facility or any of its components in order to restore and/or extend the life of the facility, without expansion or change of function. Because there is no expansion or change of function, the work primarily addresses deferred maintenance.

K. Repair. Work to restore a damaged, broken, or worn-out facility or component to normal operating condition. Repairs are either annual maintenance or deferred maintenance activities. Repairs are usually smaller in scope than rehabilitations.

L. Replacement. Substitution or exchange of one existing facility or component for another facility or component having the capacity to perform the same function. Replacement for OFMC is construction-related; however, it does eliminate the need for deferred maintenance, and thus reduces the backlog. The decision to replace a facility is reached when replacement is more cost effective or in the best interest of the government, as opposed to repair or rehabilitation. The size of the existing facility is usually not expanded in a replacement.

3. OPERATIONS

A. Operations. Activities related to the normal performance of the functions for which a facility is intended to be used. Costs such as utilities (electricity, water and sewage), fuel, janitorial services, window cleaning, rodent and pest control, upkeep of grounds, vehicle rentals, waste management, and personnel costs associated with the performance of these functions are generally included within the scope of operations costs.

4. INVENTORY

A. Facility. A separate and individual building, structure, or other constructed real property improvement.

B. Facility Component. A building subsystem or portion of a major facility, such as a school gym, cafeteria, etc.

C. Installation. An operational unit comprised of one or more facilities and the associated land. Examples of BIA installations include schools, detention centers, office locations, etc.

D. Need. A maintenance, capital improvement, or other programmatic or operational requirement that can be satisfied by a single unit of work.

E. Project. A single planned undertaking of capital improvement and/or maintenance to satisfy one or more needs.

5. CONDITION AND/OR PERFORMANCE INDICATORS

A. Condition Assessment. Periodic inspection by qualified personnel to fully determine and document the condition of a facility and identify maintenance needs, according to the codes detailed below:

(1) **Good**—Facility condition meets established maintenance standards, operates efficiently, and has a normal life expectancy. Scheduled maintenance should be sufficient to maintain the current condition.

(2) **Fair**—Facility meets minimum standards but requires additional maintenance or repair to prevent further deterioration, increase operating efficiency, and to achieve normal life expectancy.

(3) **Poor**—Facility does not meet most maintenance standards and requires frequent repairs to prevent accelerated deterioration and provide a minimum level of operation function. In some cases, this includes condemned or failed facilities.

B. Condition Indicator. Based on periodic condition assessments, an indicator of condition is the percent of facilities in each of the good, fair, or poor categories.

C. Facility Condition Index (FCI). The ratio of accumulated deferred maintenance to the replacement cost for a facility. FCI is a calculated indicator of the depleted value of facilities. An unacceptable range for the FCI could vary by facility type. A typical range would be from 0.02 to 0.05; i.e., from 2% to 5% of replacement value.

D. Replacement Cost. The standard industry cost and engineering estimate of materials, supplies, and labor required to replace a facility at the existing size and functional capability. This includes current costs for overhead, planning, design, construction, and construction management. Alternatively, the standard estimate for a government purchased replacement of like capability. Replacement cost is an important measurement used in the

calculation of Facility Condition Index (FCI). Replacement cost may also be estimated by accounting methods that inflate the original cost of any subsequent capital improvements to current year, using established price indices. Historical structures and inherited facilities (with zero acquisition costs) pose unique problems for estimation of replacement costs.

6. TYPES OF FACILITIES

A. Administrative Site. An area of land that is used and/or set aside for program purposes, such as an office complex, housing, fire station, fire lookout, school, cultural landscapes, communication site, or historical site, bounded by a more or less defined boundary.

B. Building. Any structure having a roof; commonly enclosed by walls; designed for human occupancy, storage, or shelter for animals; and distinguished from other structures not designed for occupancy, such as fences or bridges. Buildings include offices, schools, detention centers, housing units, storage units, offices, and warehouses. Fixed equipment (permanently attached to and a part of the operation of the building that cannot be removed without cutting into the walls, ceilings, or floors) is also included. Examples of fixed equipment include plumbing, heating and lighting equipment, elevators, central air conditioning units, and built-in safes and vaults.

C. Historical Buildings. Historical buildings, structures, and monuments owned and maintained for their historical significance.

D. Housing. Buildings primarily used as dwellings, such as singles houses, four-plexes, dormitories and barracks.

E. Interpretive Display. Specialized structures used to provide interpretive or educational information to visitors. Maintenance is limited to the structure and associated signs, but excludes the content of the display material.

F. Utility System. Utility Systems service several buildings an/or other structures of an installation, including HVAC, sewage, fuel, water, electrical systems, telecommunication systems, satellite dishes, switching devices, and cabling/wiring for these systems. These are distinguished from utilities serving a single building, which are included in the cost of the building.