

# Building Maintenance Deferred Work Status

Deferred work status is applied in two categories; short term and long term.

## **Short Term Deferrals may occur due to the following:**

- Tasks are deferred until other like work is necessary in the area/building (Ballast replacements, auditorium lighting, chandeliers)
- Tasks may require parts or equipment to be procured with long lead times (coils, pump parts, glass, roofing materials, tasks requiring aerial lifts)
- Building Maintenance personnel must wait for space availability/other access issues

## **Long Term Deferrals normally occur due to the following:**

- Lack of funding exists; tasks identified as items Building Maintenance will not address following budget decreases (floor tile replacement, interior painting, stained ceiling tile replacement, cracked glass replacement)
- Knowledge of a future project causing the repairs to be unnecessary or addressed as part of the project
- In order to create documentation enabling task to be added to any future project development
- May result from customers reporting tasks needing addressed which are known items for the deferred list needing to be recorded for future project developments

## **Addressing Deferred Tasks: When/How can it happen**

- Deferred tasks are reviewed periodically by Building Maintenance Staff to determine if opportunity exists or will exist to address them.
- Deferred tasks may be addressed if the Building Maintenance budget is increased.
- Deferred tasks may be addressed if a Department is willing to pay for the completion of the work.

