

ACCOUNTING PROCEDURE

TOPIC: Section 11 - Institution Accounting 9.1	EFFECTIVE DATE: 8/22/88
TITLE: Use of Repair and Maintenance Funds	REVISION DATE: 12/12/11
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BACKGROUND

The Department uses Repair and Maintenance (R & M) funds to cover both day-to-day upkeep of the institutions' physical plants and expenditures on significant non-routine items in these areas.

"Routine R & M" expenditures include predictable items and activities typically handled by institution staff such as minor roof repairs, painting and general maintenance of building mechanical systems and equipment, including belt and filter replacement, parts replacement, etc.

In addition, the non-routine or "Special R & M" expenditures include items which fall outside the day-to-day maintenance needs of the institution and may not always be predictable from a planning standpoint.

POLICY

All Special R & M projects must be approved by the program divisions prior to final review and approval by the Department's Facilities and Space Management Section. These projects should normally not exceed \$30,000. Projects over \$30,000 should typically be funded as a State Capital Project as described in Capital Assets 2.0 (State Capital Projects (Construction Projects) Transaction & Monitoring Process) or division operating budget funds as appropriate and available. The decision about whether a specific project should be funded as Special R & M or a State Capital Project will be facilitated by the Department's Facilities and Space Management Section.

Expenditures not allowed from R & M funds include purchase of capital equipment unrelated to building systems and vehicle repair and maintenance.

Qualifying categories of work

The following categories of work qualify for Special R & M expenditures:

1. Repair of defective equipment, systems, or building structures to enable continued use for the purpose intended.
2. The replacement of defective portions of systems which are not repairable or are uneconomical to repair. Examples include replacement of:
 - Worn out pumps in heating systems, cooling systems, and in food service equipment;

- Worn out compressors serving walk-in coolers/freezers or small air conditioning systems;
 - Building components such as doors, windows and "permanent" finishes such as ceramic tile and resilient flooring;
 - Plumbing fixtures;
 - Food service equipment;
 - Asbestos abatement, when necessary as part of an R & M project.
3. Testing of existing systems and equipment to determine the need for, and scope of repairs. Example: Eddy current testing of chiller tubes.
 4. Acquisition of preventative maintenance systems, including computer software.
 5. Specialized consultation and instruction to enable maintenance personnel to maintain sophisticated mechanical and electrical/electronics systems.
 6. Other necessary building improvements to meet critical needs. This category of projects should be of a lower priority than those previously listed. However, building deficiencies identified by various regulatory agencies which seriously affect accreditation, licensing requirements, certification, etc. will receive priority.

Procedures for requesting Special R & M project approval are provided in [Institution Accounting 9.0](#) (Repair and Maintenance Projects).

REFERENCE

[Wisconsin Statutes 20.435 \(2\)\(aa\)](#)
[DHS APP Capital Assets 2.0](#) (State Capital Projects (Construction Projects) Transactions and Monitoring Process)
[DHS APP Institution Accounting 9.0](#) (Repair and Maintenance Projects)

CONTACTS

[Director, Bureau of Continuity Management, Facilities and Operations](#)