

# OFFICE OF COMPLIANCE SERVICES UVM.EDU/POLICIES

### UNIVERSITY OPERATING PROCEDURE

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**Title:** The President's Official Residence

#### Overview

The purpose of this University Operating Procedure is to outline responsibilities for maintaining the President's Official Residence ("the residence"). The Board shall review periodically the suitability of the residence for its intended purposes, and the soundness of these procedures.

### Applicability of the Procedure

This Operating Procedure applies to the responsible officials referenced below.

#### **Procedures**

The Vice President for Finance and Administration will prepare and maintain an annual operating budget and capital maintenance budget for the residence. The budget may designate for expenditure unrestricted funds and/or funds raised from private donors. The budget will include reasonable expenditures classifications, including but not necessarily limited to remodeling; furniture, appliances and equipment; repairs and maintenance of physical facilities and/or fixed equipment; and grounds care.

- A. General Maintenance and Operations
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- 3. FM will provide design, labor, and materials associated with renovations, re-modeling, and/or redecorating in the residence unless the Vice President for Finance and Administration retains external services under customary policies and procedures. The expense of design, labor, and materials associated with non-maintenance related renovations, re-modeling, appliances associated with renovations and re-decorated services \$100,000 in the aggregate Refuse removal and recyclic as that for other University facilities.

- 4. Emergency Services
  - a) Burglar Alarm System: A burglar alarm system shall be installed and maintained under the direction of the Chief Safety and Compliance Officer, in consultation with the University's Police Services.
  - b) Fire Alarm System: The residence will have a fire alarm system installed and maintained under the direction of the University Fire Marshal.
- 5. Telephone, Network and Cable Services
  - a) Telephone and network services at the residence will be provided by and through the University's Enterprise Technology Services. The President will be furnished one line for University business and one line for personal business. The charges associated with the latter will be paid by the President.
  - b) The President may obtain cable television and high-speed internet services at the President's own expense.
- 6. The University will provide routine housekeeping services for the residence at the University's expense.
- 7. Annual accounting: The Chief Internal Auditor shall annually provide a report to the Audit Committee of the Board of Trustees addressing all expenses incurred by the University related to the general maintenance and operations of the residence.
- B. <u>Insurance on building and contents</u>: University Risk Management is responsible for maintaining commercially reasonable insurance coverage on the residence and University-owned contents. University property may include china, silver, silverware, utensils, linens, moveable kitchen equipment, and fixtures. University-purchased coverage will also be maintained with respect to any University-owned or leased art collection temporarily displayed in the residence. The Office of the President is responsible for maintaining a physical inventory of University-

## Training/Education

Training will be provided on an as-needed basis as determined by the Approval Authority or the Responsible Official.

## About This Procedure

Responsible Official:	Vice President for Finance and Administration	Approval Authority:	Vice President for Finance and Administration
Affiliated Policy Number(s):	None	Effective Date:	November 18, 2013

Revision History:

Endorsed by th.02 -0 l0.6 (th)Bo1 (ti)r ()-0.6 (b)30.6 (ect6 (b)30.780.481 0.48 ref67.26 554.94 0.481 43.74 ref13