

# WHAT DID YOU SAY?

Facility Management  
Glossary of Terms



# Facility Management Glossary of Terms

Have you ever been part of a conversation with seasoned experts in their field, and you felt like they were speaking a foreign language?

We see this a lot in the world of facility management and stewardship, especially for those new to this sector of the church world. Or for those with limited exposure, the terms that get tossed around by contractors, vendors, warranty manuals, blueprints, trade magazines, and textbooks can be confusing.

We feel your pain!

To that end, we have compiled a very detailed glossary of facility management terms. For some of you, this is going to feel silly and elementary. However, this will prove a useful tool to use as a reference guide for the rest of us.

*Fair warning: This is a huge list, so do not let it overwhelm you. Take it word-by-word.*

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# A

**A.C.:** Alternating current.

**AAR:** Air-to-air recovery system.

**AASHE:** Association for the Advancement of Sustainability in Higher Education.

**ABATEMENT:** A complete or partial cancellation of a levy imposed by a governmental unit. Abatements usually apply to tax levy, special assessment, and service charges.

**ACCOUNTING PROCEDURE:** The arrangement of all processes that discover, record, and summarize financial information to produce financial statements and reports as well as to provide internal control.

**ACCOUNTS RECEIVABLE:** Amount owed an open account from private persons, firms, or corporations for goods and services furnished by an organization.

**ACCRETION:** The buildup of land along a beach or shore by deposits of waterborne or airborne sand, sediment, or other material.

**ACCRUAL BASIS:** The basis of accounting under which all items are recorded when incurred. Revenues are recorded when earned and expenditures are recorded as soon as they result in liabilities even though the actual receipt of the revenue or payment of the expenditure may take place, in whole or in part, in another accounting period.

**ACIDIFICATION:** One of the types of degradation to the soil that can take place as a result of environmental pollution, along with contamination, desertification, or erosion.

**ACM:** Asbestos Containing Material.

**ACQUISITION ADJUSTMENT:** Premium paid for a physical asset over and above original cost less depreciation.

**ADA:** Americans with Disabilities Act, requiring public and private sector organizations to adhere to certain standards intended to remove barriers for persons with various types of disabilities.

**ADAPTATION/RENOVATION/MODERNIZATION:** The improvement, addition, or expansion of facilities by work performed to change the interior alignment of space or the physical characteristics of an existing facility so it can be used more effectively, be adapted for new use, or comply with existing codes. Includes the total expenditures required to meet evolving technological, programmatic, or regulatory demands.



**ADEQUATE FACILITY/STRUCTURE/SPACE:** A facility, structure, or space that is fully capable of supporting its current use without modification or repairs (beyond currently funded routine maintenance) and has an acceptable level of reliability.

**ADJUSTMENT FACTOR:** A method by which a weekly multiplier is determined. For example, if a task is required to be accomplished once per week, it is assigned an adjustment factor of 1.00. If the task is altered to be accomplished every other week or biweekly, then the factor becomes 0.50.

**AERATE** The process of making holes or slits in turf to improve or alter the physical soil conditions and to stimulate plant growth. Aeration increases air infiltration, water percolation, and plant nutrient mobility into the root zones. A cultural practice used to correct soil compaction.

**AERIAL LIFT:** Hydraulically operated aerial tower used for ascent and tree entry, usually mounted on a large truck. Line crews use some as short as 35 feet for clearing cables and streetlights. Most forestry departments use towers of 45 to 55 feet for trimming and removal operations. Sometimes used to replace burned-out floodlights at ballparks. Also known as a cherry picker.

**AEROSOL:** A fine spray produced by pressurized gas that leaves very small droplets of solids or liquids suspended in the air.

**AGING OF RECEIVABLES:** An analysis of individual accounts receivable according to the time elapsed after the billing or due date: usually the former.

**AGREEMENT:** (1) A legally enforceable promise or promises between two or among several persons. (2) On a construction project, the document stating the essential terms of the construction contract that incorporates by reference the other contract documents. (3) The document setting forth the terms of the contract between the architect and owner or between the architect and consultant.

**AIA:** American Institute of Architects, a professional organization for architects.

**ALH:** Annual labor hours.

**ALLOCATE:** To divide a lump sum into parts that are designated for expenditure by a specific organizational unit and/or for specific purposes, activities, or objects.

**ALTERATIONS:** Work required to adjust interior arrangements or other physical characteristics of an existing facility/structure so that it may be adapted to, or utilized for, a new or changed use. Includes renovating a facility to meet modern standards.

**AMENDMENT:** A chemical or mineral element added to the soil to improve soil characteristics, such as porosity, aeration, drainage, pH, and moisture retention.

**AMERICANS WITH DISABILITIES ACT (ADA):** An act signed into U.S. law on July 26, 1990, that prohibits discrimination on the basis of disability with regard to employment, programs, and services provided by

state and local governments; goods and services provided by private companies; and in commercial facilities. The ADA contains requirements for new construction, for alterations or renovations to buildings and facilities, for improved access to existing facilities of private companies that provide goods or services to the public, and for state and local governments to provide access to programs offered to the public. The ADA also covers effective communication with people who have disabilities, establishes eligibility criteria that may restrict or prevent access, and requires reasonable modifications of policies and practices that may be discriminatory.

**AMORTIZATION:** The gradual reduction, redemption, or liquidation of the balance of an account according to a specified schedule of times and amounts.

**ANNUAL FLOWERS:** Herbaceous plants that live one year or less, during which time they grow, flower, produce seed, and die.

**ANNUALS:** Herbaceous plants characterized by abundant flowering that live for one year or less, during which time they grow, flower, produce seed, and die.

**ANNUITY AGREEMENT:** An agreement whereby money or other property is made available to an institution or individual on the condition that the institution bind itself to pay stipulated amounts periodically to the donor or other designated individuals. The payments are to terminate at a time specified in the agreement.

**ANSI:** American National Standards Institute.

**APPRAISE:** To make an estimate of value, particularly of the value of property.

**APPROPRIATION:** An expenditure authorization with specific limitations as to amount, purpose, and time; a formal advance approval of an expenditure from designated resources that are available or estimated to be available.

**APPROVED EQUAL:** Material, equipment, or method approved by the client for use by the contractor as being acceptable as an equivalent in essential attributes to the material, equipment, or method specified in the contract documents.

**ARBOR:** A light, open structure of trees, shrubs, or vines closely planted, twined together in a self-supporting manner or supported on a light, latticework frame.

**ARBORETUM:** A place where trees and related plants are grown for the purposes of education, research, or display.

**ARBORIST:** A position that provides expertise in the field of tree maintenance practices, including but not limited to pruning, planting, pest and disease diagnosis, and fertilization. Typically, this position functions as a working lead or supervisor of a tree crew or as the tree specialist for an organization. This

position generally requires a moderate to extensive education, experience, and certification in the field of arboriculture.

**AS-BUILTS:** A set of line drawings, typically prepared by a construction contractor, indicating the precise location of building components and systems.

**ASHRAE:** American Society of Heating, Refrigerating, and Air-Conditioning Engineers. Now known only by acronym.

**ASME:** American Society of Mechanical Engineers.

**ASPHALT:** (1) A dark brown to black cementitious material, solid or semisolid, in which the predominating constituents are bitumens that occur in nature. (2) A similar material obtained artificially in refining petroleum, used in built-up roofing systems as a waterproofing agent. (3) A mixture of such substances with an aggregate for use in paving.

**ASPHALTIC CONCRETE:** Paving, Blacktop, A mixture of asphalt and graded aggregate widely used as paving material over a prepared base; it is normally placed, shaped, and compacted while hot but can be mixed and placed without heat.

**ASSIGNABLE SQUARE FEET:** Measurement of an area that may be occupied and is acceptable for a designated purpose or function. Does not include walls, stairways, corridors, restrooms, parking facilities, or mechanical space.

**AST:** Aboveground Storage Tank (typically holds heating oil, gasoline, or diesel on a campus).

**AUDIT:** Examination of documents, records, reports, systems, or internal control, accounting, and financial procedures, and other evidence to ascertain whether financial information is presented fairly in its entirety.

## B

**BALANCE SHEET:** A historical summary for a given economic entity of the assets, liabilities, and owner's equity (or fund balance).

**BALANCED FERTILIZER:** A balanced-ratio fertilizer that contains equal amounts of the primary elements nitrogen, phosphorus, and potassium.

**BALLED AND BURLAPPED (B&B):** Plants prepared for transplanting by digging them so that the soil immediately around the roots remains undisturbed. The ball of earth is then bound up in burlap or similar mesh fabric.

**BANKED TURF:** A turf area that occurs on a slope considered too steep to mow with standard mowing equipment.

**BAS:** Building Automation Systems.

**BASE MAP:** A map indicating the significant existing features of an area—such as the streets, rivers, parks, and rail lines—that serves as the foundation for subsequent mapping and planning.

**BENCHMARK:** A relatively permanent object, natural or artificial, bearing a marked point with an elevation that is known above or below an adopted datum. Usually designated as a BM, such a mark is sometimes further qualified as a permanent benchmark (PBM) or a temporary benchmark (TBM). Benchmarks serve as references for topographical surveys and tidal observations.

**BENCHMARKING:** The process of measuring activities considered critical to an organization's success.

**BEQUEST:** Property or funds received through a will. Restrictions may or may not attach to use of the property or funds.

**BERM:** A mound of earth, with a length greater than its width, constructed as a barrier or an aesthetic landform.

**BID:** A complete and properly signed proposal to do the work or designated portion thereof for the sums stipulated therein, supported with data called for by the bidding requirements.

**BID BOND:** A form of bid security executed by the bidder as principal and by a surety. See also Bid Security.

**BID DATE:** The date established by the client for the receipt of bids.

**BID FORM:** A form furnished to a bidder to be filed out, signed, and submitted as the bid.

**BID SECURITY:** The deposit of cash, certified check, cashier's check, bank draft, money order, or bid bond submitted with a bid and serving to guarantee to the owner that the bidder, if awarded the contract, will execute the contract in accordance with the bidding requirements and the contract documents.

**BIDDER:** One who submits a bid for a prime contract with the owner; distinct from a subbidder who submits a bid to a prime bidder. Technically, a bidder is not a contractor on a specific project until a contract exists between the bidder and the owner.

**BIDDING DOCUMENT:** The advertisement or invitation to bid, instructions to bidder, the bid form, and the proposed contract documents, including any addenda issued before receipt of bids.

**BIENNIALS:** Herbaceous plants that produce leafy growth, often in a rosette, from seed the first growing season, followed by dormancy during the winter months. The second season, the plants develop stalks with flowers and seeds, then die. Typically, biennials live more than 12 months but less than 36 months.

**BILL OF LADING:** A document issued by a carrier to a shipper, acknowledging that specified goods have been received on board as cargo for conveyance to a named place for delivery to the consignee who is usually identified. May not be used for hazardous or universal wastes.

**BOND:** A written promise to pay a specified sum of money, called the face value or principal amount, at a specified date or dates in the future, called the maturity dates, together with periodic interest at a specified rate.

**BOND DISCOUNT:** The excess of the face value of a bond over the price for which it is acquired or sold.

**BOOK VALUE (of assets):** The purchase price of an asset less any accumulated depreciation. In the case of an asset received as a gift, it is the appraised market value of the asset as of the date donated less any accumulated depreciation.

**BRI:** Building Related Illness.

**BRITISH THERMAL UNIT (BTU):** Identifying the amount of energy required to raise the temperature of one pound of liquid by one degree Fahrenheit.

**BROADLEAF PLANTS:** Plants with leaves in which the veins are almost never parallel. These plants tend to have wider leaves than grasslike plants such as lilies, irises, palms, and orchids. Typically, these plants are dicotyledons (dicots).

**BRUSH CONTROL:** Control of woody plants and brush, usually by herbicides, weed killers, or mechanical methods.

**BTU:** See British Thermal Unit.

**BUDGET:** A plan of proposed expenditures for a fixed period or for a specific project or program along with the proposed means of financing the expenditures.

**BUILDING COMMISSIONING:** A documented and systematic oversight process of ensuring that the owner's functional needs are met, through the creation of a design intent agreement, review of construction documents, and verification through testing that all structural, mechanical, electrical, control, and environmental subsystems of a building are installed and will operate as designed.

**BUILDING CORE AND SERVICE AREA:** The floor area of a facility that is necessary for the operation of the facility and is not available for general occupancy. May include building lobbies, mechanical rooms, electrical rooms, telephone/communications/ server rooms, restrooms, custodial rooms, loading docks, and utility tunnels that are not used for any other purpose.

**BURIED TANK:** A tank that is either fully or partially buried (at least 10%) and contains only fuel oil that is used for heating on the premises. The tank may have no other purpose

# C

**C-B:** Cost to benefit.

**C.O.:** Change order.

**CAA:** Clean Air Act under the Environmental Protection Agency (EPA). A set of federally enacted regulations controlling the amount of pollution to be tolerated from various sources.

**CAAA:** Subsequently enacted amendment to the Clean Air Act.

**CAD (Computer-Aided Design):** A specialized application of computers primarily for the purpose of designing and precisely drawing architectural or engineering projects.

**CADD:** Computer-aided drafting and design.

**CAFM:** Computer-aided facilities management software.

**CALCIUM CHLORIDE:** A granular salt-based chemical sometimes applied to earthen paths and roads to settle dust. Also used as a deicing agent on pavement. This material is toxic to plants and should be applied with care in their proximity.

**CALIPER:** (1) Tool for rolling and lifting logs (with two cant hooks). A heavy handle has an iron hook hinged about 8 inches above an iron-shod tip. Similar to a peavey but has a flat tooth instead of a pike point. (2) May denote the diameter, or thickness, of a tree. Typically reserved for smaller nursery stock.

**CAPITAL (MAJOR) MAINTENANCE/REPAIRS:** Previous or future repairs or replacement, paid from the capital funds budget and not funded by normal maintenance resources received in the annual operating budget cycle. Repairs - work to restore damaged or worn-out assets/systems/components (e.g., large-scale roof replacement after a windstorm) to normal operating condition. Replacement - an exchange of one fixed asset for another (e.g., replacing a transformer that blows up and shuts down numerous buildings) that has the same capacity to perform the same function.

**CAPITAL ALTERATIONS:** See Alterations.

**CAPITAL ASSET MANAGEMENT:** The identification and prioritization of facility and infrastructure physical, functional, and budgetary needs, spanning a multiyear timeframe. Includes the process of reinvesting into physical assets in support of the organizational mission, above and beyond normal routine operations and maintenance.

**CAPITAL ASSETS:** Institutional holdings, including buildings, infrastructure, and movable and stationary equipment, exceeding a policy-determined value.



**CAPITAL BUDGET:** An expenditure plan for adding to or improving plant or equipment. The means for financing for the current fiscal period are included. If a capital program is already underway, the capital budget will be the first year of the program. A capital program is sometimes referred to as a capital budget.

**CAPITAL CONSTRUCTION:** New or alterations work, paid from the capital funds budget, which is performed to create new capital asset.

**CAPITAL IMPROVEMENT:** Any substantial physical facility built by the public or any major nonrecurring expenditure. The construction of schools, highways, and sewer and water systems and the landscaping of a park are all capital expenditures, as distinguished from operating costs.

**CAPITAL PROJECT/CONSTRUCTION:** A new facility, rehabilitation/renovation, or major maintenance that increases the value of the location, site, or campus (e.g., a new building) or extends the useful life of a facility. Includes construction and purchase of fixed equipment. (e.g., a replacement chiller). Minimum dollar threshold levels for capital projects are set by the building owners/manager; however, these levels typically are in excess of \$5,000 or \$10,000.

**CAPITAL RENEWAL (CR)/REPLACEMENT:** The systematic management process of planning and budgeting for known future cyclical repair and replacement requirements that extend the life and retain the usable condition of facilities and systems, not normally contained in the annual operating budget. Includes major activities that have a maintenance cycle in excess of one year (e.g., replace roofs, paint buildings, resurface roads). The cyclical replacement may be for all or a significant portion (e.g., the replacement of 50 percent or more of a building system component such as lighting system or roof system) as it reaches the end of its useful life, or of major components or infrastructure systems at or near the end of their useful life. These activities may extend the useful life and retain the usable condition of an associated capital asset (e.g., replacement of an HVAC system, extending the usable life of a facility). Replacement may be capitalized based on the Governmental Accounting Standards Board/Financial Accounting Standards Board (GASB/FASB) definition. A depreciation model calculates a sinking fund for this maintenance activity. Costs are estimated by a current replacement value that is derived by industry standard cost databases (e.g., Building News, Craftsman Book Company, Whitestone Research, Richardson General Construction Estimating Standards, RSMeans).

**CARBON NEUTRALITY:** Focused on net zero energy operation and on reducing the use of fossil fuels. Achieved through a variety of energy reductions in campus buildings and operations, generation of renewable energy on campus, and, perhaps the most controversially, through the purchase of carbon offsets.

**CARRYING CAPACITY:** Level of use that can be accommodated and continued without irreversible impairment of the productivity of natural resources, the ecosystem, and the quality of air, land, and water resources.

**CAS:** A division of the American Chemical Society, an organization that plays a critical role in the world of Material Safety Data Sheets.

**CASH:** Currency, coin, checks, postal and express money orders, and bankers' drafts on hand or on deposit with an official occasionally designated as custodian of cash and bank deposits.

**CASH BASIS:** The basis of accounting under which revenues are recorded when received in cash and expenditures are recorded when paid.

**CASH DISCOUNTS:** An allowance received or given when payment is completed within a stated period of time.

**CATCH BASIN:** A receptacle used for collecting surface drainage that is connected through drains or conduits to a stormwater system.

**CD:** Construction Documents, typically the final set of documents developed before bidding and/or construction (compare with SD, DD).

**CEMENT:** A material or a mixture of materials (without aggregate) that when in a plastic state, possesses adhesive and cohesive properties and hardens in place.

**CENTRAL PLANT:** A term frequently used to describe a boiler plant, power plant, chiller plant, etc., that serves much or all of the campus.

**CERCLA:** Comprehensive Environmental Response, Compensation, and Liability Act of 1980 (CERCLA), also known as the "Superfund Act" under the Environmental Protection Agency (EPA).

**CERTIFICATE OF RECYCLING:** Materials received under contract are destined for total recycling in accordance with EPA, OSHA, federal, state, and county regulations. A Guarantee of Environmental Compliance for Computer and Electronics Recycling activities.

**CERTIFIED PESTICIDE APPLICATOR:** A specially trained and certified individual authorized to apply certain pesticides. Certification and training programs are conducted by states, territories, and tribes in accordance with national standards.

**CFM:** Cubic feet per minute.

**CHANGE ORDER:** A written order to the contractor signed by the owner and the architect and issued after the execution of the contract, authorizing a change in the work or an adjustment in the contract sum or contract time. The contract sum and contract time may be changed only by change order. A change order signed by the contractor indicates his or her agreement therewith, including the adjustment in the contract sum or the contract time.

**CHARGEBACK:** A charge or fee by the maintenance department or entity for which the maintenance work is done.

**CHERRY PICKER:** Hydraulically operated aerial tower used for ascent and tree entry, usually mounted on a large truck. Line crews use some as short as 35 feet for clearing cables and streetlights. Most forestry departments use towers of 45 to 55 feet for trimming and removal operations. Sometimes used to replace burned-out floodlights at ballparks. Also known as an aerial lift.

**CHURN RATE:** The number of moves made within a 12-month period divided by the number of occupants during the same period.

**CHW:** Chilled water.

**CLEARING ACCOUNT:** An account used to accumulate total charges for credit for the purpose of either distributing them later among applicable accounts or transferring the net difference to the proper account.

**CLIMATE NEUTRALITY:** Extends the range of interest beyond carbon dioxide to include other greenhouse gases regulated by the Kyoto Protocol, namely methane, nitrous oxide, hydrofluorocarbons, perfluorocarbons, and sulfur hexafluoride.

**CM:** Corrective Maintenance. Also Construction Management.

**CMaR:** Construction Management at Risk, a type of delivery process for a construction project where the owner assumes much of the risk.

**CMMS:** Computerized maintenance management system.

**CMP:** Campus master plan.

**COASTAL SHORELANDS:** Areas immediately adjacent to the ocean, all estuaries and associated wetlands, and all coastal lakes.

**COMMON SUPPORT AREAS:** The portion of the facility usable area not attributed to any one occupant but that provides support for several or all occupant groups. Examples are cafeterias, vending areas, auditoriums, fitness facilities, building mailrooms, and first aid rooms. Facility assignable area includes the area devoted to common support services. These may be separately identified as a subcategory of facility assignable area if required.

**COMPETENT PERSON:** Defined by OSHA as “one who is capable of identifying existing and predictable hazards in the surroundings or working conditions which are unsanitary, hazardous, or dangerous to employees, and who has authorization to take prompt corrective measures to eliminate them.”

**COMPETITIVE BENCHMARKING:** A method by which a company seeks legal ways to learn about its competitors without their cooperation, then tries to implement some of the competitors' practices or processes.

**COMPLETE FERTILIZER:** A fertilizer that contains all three of the primary elements, nitrogen, phosphorus, and potassium, not necessarily in a balanced ratio.

**COMPLIANCE:** The act of adhering to, and demonstrating adherence to, a standard or regulation.

**COMPOSTING:** Collecting organic waste, such as food scraps and yard trimmings, and storing it under conditions designed to help it break down naturally. This resulting compost can then be used as a natural fertilizer.

**CONCENTRATE:** A condensed formulation usually diluted with water or oil before use. Also, in a product name, the strongest commercially available formulation of the active ingredient.

**CONCENTRATION:** The amount of active ingredient in a given weight of a mixture or volume of a solution. Recommendations and specifications for concentration of agricultural chemicals are frequently made on the basis of pound per unit volume of mixture or solution.

**CONCRETE:** A composite material that consists essentially of a binding medium within which are embedded particles or fragments of aggregate; in portland cement concrete, the binder is a mixture of portland cement, water, sand, and stone.

**CONCRETE BLOCK:** A hollow or solid concrete masonry unit consisting of portland cement and suitable aggregates combined with water.

**CONSERVATION:** Management in a manner that avoids wasteful or destructive uses and provides for future availability; the act of conserving the environment.

**CONSTRUCTION:** Any combination of engineering, procurement, erection, installation, assembly, or fabrication activities involved to create a new facility/structure or to alter, add to, or rehabilitate an existing facility/structure and its support areas, such as parking, grounds, roadways, service buildings for power generation, and waste disposal. The construction costs of interior spaces include the costs of ceilings, lighting, life safety such as sprinklers, heating, ventilation, air conditioning, floor systems, carpeting, walls, doors, hardware, and special finishes.

**CONTAMINATION:** One of the types of degradation to the soil that can take place as a result of environmental pollution, along with acidification, desertification, or erosion.

**CONTINGENT FUND:** Assets or other resources set aside to provide for unforeseen expenditures or for anticipated expenditures of uncertain amount.

**CONTINGENT LIABILITY:** Items that may become a liability as a result of conditions undetermined at a given date such as guarantee, pending lawsuits, judgment under appeal, unsettled disputed claims, unfilled purchase orders, and incomplete contracts.

**CONTOUR INTERVAL:** The vertical distance between adjacent contour lines on a topographical map.

**CONTOUR LINE:** A line on a topographical map or drawing connecting points on a land surface that have the same elevation.

**CONTRACT:** An agreement between two or more parties to do or not to do a particular thing.

**CONTRACTOR:** The bidder awarded the contract for the work.

**CONTROL ACCOUNT:** An account in a general ledger in which the aggregate of debit and credit postings for a number of identical or related accounts called subsidiary accounts is recorded.

**CONTROLLED-RELEASE FERTILIZER:** A fertilizer composed of elements that have been treated to release all or part of the nutrients over a controlled or long period of time. The process may be chemical or physical in nature and varies in length of time.

**CORRECTIVE MAINTENANCE:** Planned maintenance, usually moderate to major in nature, to repair or replace building components or systems that have failed or been damaged. Corrective maintenance is often undertaken after a problem is identified by repeated calls for reactive maintenance.

**CORROSION:** The deterioration of metal or concrete by chemical or electrochemical reaction resulting from exposure to weathering, moisture, chemicals, or other agents in its environment.

**COST ACCOUNTING:** That method of accounting which provides for the assembling and recording of all the elements of cost incurred to accomplish a goal, to carry on an activity or operation, or to complete a unit of work for a specific job.

**COST LEDGER:** A subsidiary record in which each project, job, production center, process, operation, product, or service is given a separate account to which all items entered into its cost are posted in the required detail. These accounts should be arranged and kept so that the result shown in them may be reconciled and verified by a control account or an account from the general book.

**CPI:** Consumer Price Index.

**CPM:** Critical path method.

**CREDITS:** Relates to the basic accounting equation of "assets equal liabilities and owners' equity (or fund balance)." Credits, on one hand, increase liabilities and owners' equity (or fund balance) and, on the other hand, decrease assets and expenses. The "credit" is the recording entry to the right column in the double-entry accounting records.

**CROWN:** The upper portion of a tree from the lowest branch on the trunk to the top.

**CROWN CLEANING:** The removal of dead, diseased, crowded, weakly attached, and weak branches.

**CROWN LIFTING:** The removal of the lower branches of a tree to provide clearance for vehicles, pedestrians, or buildings or site clearance (signs, vistas). Sometimes referred to as crown raising or elevating.

**CRV:** See Current Replacement Value.

**CSHEMA:** Campus Safety Health and Environmental Management Association.

**CSI:** Construction Specifications Institute, an association that creates standards and formats intended to help owners and designers improve construction documents.

**CURRENT ASSETS:** Assets that are available or can be made readily available to meet the cost of operations or to pay current liabilities.

**CURRENT FUNDS:** Resources to be expended in the near term and used for operating purposes.

**CURRENT LIABILITIES:** Liabilities that are payable within a relatively short period of time, usually no longer than a year.

**CURRENT REPLACEMENT VALUE (CRV):** The total expenditure in current dollars required to replace any facility at the institution, inclusive of construction costs, design costs, project management costs, and project administrative costs. Construction costs are calculated as replacement in function vs. in-kind. The value of design (6%), project management (10% to 12%), and administrative costs (4%) can be estimated at 20 percent of the construction cost. The value of property/land, however, is excluded, and insurance replacement values or book values should not be used to define the current replacement value. Costs for the replacement value are typically generated using a cost model based upon the use of reference cost databases using the building construction type, user and use categories, quality level, building systems and/or subsystems/components/units, and local experience. The property owner/manager may decide, for internal purposes, to base the CRV on “replacement in kind” (e.g., duplicate constructions techniques), vs. “replacement in function” (e.g., six-story office space). The CRVs for associated infrastructure, such as utility systems, and generating plants, roadways, and non-building structures (e.g., dams, bridges) are developed in a similar manner. Insurance replacement values or book values should not be used to define current replacement value.

**CUT AND FILL:** The process of excavating and moving the excavated material to another location to use as fill to adjust the surface grade.

## D

**DDC:** Direct digital control.



**DEADWOODING:** The removal of dead, weak, or dying branches from a tree. Often considered a hazard reduction.

**DEBITS:** The term "debit" relates to the basic accounting equation of "assets equal liabilities and owners' equity (or fund balance)." Debits, on one hand, increase assets or expenses and, on the other hand, decrease revenues and owners' equity (or fund balance). The "debit" is the recording entry to the left column in the double entry accounting records.

**DEBT:** An obligation that results from the borrowing of money or from the purchase of goods and services.

**DEBT FINANCING:** Acquisition of an asset by borrowing money, thereby creating a liability. Typical forms of debt financing are loans and mortgages.

**DEBT SERVICE:** All payments in connection with funds borrowed by an institution: principal payments, interest charges, payments to sinking funds to ensure future principal and interest payments, payments to reserves to ensure proper upkeep and maintenance of the facilities, trustees' service charges, legal expenses, and other items related to indebtedness.

**DEFERRED MAINTENANCE/DEFERRED MAINTENANCE BACKLOG/ACCUMULATED DEFERRED MAINTENANCE BACKLOG/DEFERRED CAPITAL RENEWAL:** The total dollar amount of existing maintenance repairs and required replacements (capital renewal) that were not accomplished when they should have been, not funded in the current fiscal year, or otherwise deferred. Typically identified by a comprehensive facilities condition assessment or audit of buildings, grounds, fixed equipment, and infrastructure. These needs have not been scheduled to be accomplished in the current budget cycle and thereby are postponed until future funding budget cycles. The projects have received a lower priority status than those to be completed in the current budget cycle. For calculation of facility condition index values, deferred maintenance does not include grandfathered items e.g., Americans With Disabilities Act), or programmatic requirements (e.g., adaptation).

**DEFICIENCY/REQUIREMENT (FACILITY/STRUCTURE/ASSET):** The quantitative difference, typically in terms of dollar amount and associated physical requirements, between an asset's current physical or functional condition and an established minimum level of condition/performance. Any problem or defect with materials or equipment.

**DEFICIT:** The excess of the liabilities and reserves of a fund over its assets. It is also the excess of expenditures over revenues during an accounting period.

**DEPRECIATION:** Expiration in the service life of fixed assets other than that attributable to wear and tear, deterioration from physical elements, inadequacy, obsolescence, or waste of assets.

**DESIGNATED FUNDS:** Unrestricted monies expendable only for purposes designated by the governing board.

**DETAIL DRAWING:** A drawing, at a larger scale, of a part of another drawing, indicating in the detail the design, location, composition, and correlation of the elements and materials shown.

**DETHATCHING:** The reduction of an excessive amount of thatch accumulation, usually with mechanized equipment, such as a vertical slicer.

**DEVELOPED AREA:** An area of land on which site improvements, such as grading and utility installation, have been made and buildings are erected.

**DIRECT EXPENSES:** Expenses that can be charged directly as a part of a cost of a product for service, of a department, or of an operating unit. They are to be distinguished from overhead and other indirect costs that must be prorated among several products or services, departments, or operating units.

**DIRECT LABOR:** The cost of labor directly expended in the production of specific goods for rendition of specific services.

**DIRECT MATERIALS:** The cost of materials that become an integral part of a specific manufactured product or that are consumed in the performance of a specific service.

**DISBURSEMENTS:** Payment in cash.

**DM:** Deferred Maintenance.

**DORMANCY:** A seasonal recession of plant growth, normally caused by shortness of days (during winter), cold, or drought. Unless accompanied by extreme or adverse conditions, this annual “hibernation” is essential to the best growth of many perennial plants.

**DORMANT:** Not in an actively growing condition but capable of becoming so under proper conditions.

**DOT:** U.S. Department of Transportation.

**DOUBLE-ENTRY SYSTEM:** A system of bookkeeping that requires, for every entry made to the debit side of an account or accounts, an entry for a corresponding amount or amounts to the credit side of another account or accounts.

**DRAINAGE AREA:** A horizontal area in a watershed, contributing to a specific point on the channel.

**DUE CARE:** The degree of care that a reasonably prudent person would exercise under the same or similar circumstances.

## E

**EAP:** Emergency Action Plan under the Occupational Safety and Health Administration (OSHA) regulations.

**EASEMENT (conservation):** An easement acquired by the public and designed to protect privately owned lands for recreation purposes or to restrict the use of private lands to preserve open space and protect certain natural resources.

**EASEMENT (scenic):** The grant or sale by a landowner to an agency of the right to use his or her land for scenic preservation or enhancement. The easement bars the owner from changing the use or appearance of the land without the agency's consent.

**ECOLOGY:** The branch of biology that deals with the mutual relations among organisms and between organisms and their environment.

**ECOSYSTEM:** The living and nonliving components of the environment that interact or function together, including plants and animal organisms, the physical environment, and the energy systems in which they exist. All the components of an ecosystem are interrelated.

**EFFECTIVE INTEREST RATE:** The rate of earning on a bond investment based on the actual price paid for the bond, the coupon rate, the maturity date, and the length of time between interest dates. This is in contrast to the nominal interest rate.

**EFFLORESCENCE:** An encrustation of soluble salts, commonly white, deposited on the surface of stone, brick, plaster, or mortar; usually caused by free alkalis leached from mortar or adjacent concrete as moisture moves through it.

**EFFLUENT:** The water solution discharge from a sewage treatment plant. This term may also refer to any liquid being discharged from a holding area.

**ELEVATION:** (1) The altitude of a given point in relation to a given datum. (2) Drawing of a building or other development from a horizontal view without perspective.

**EMERGENCY MAINTENANCE:** Unscheduled corrective activities that require immediate attention to restore a critical piece of equipment whose failure could threaten the safety of personnel or cause damage to other equipment or building systems.

**EMERGENCY REPAIRS:** Unscheduled and unanticipated requests for system or equipment repairs. Service calls generally are received when a system or component has failed or is perceived to be working improperly. If the problem has created a hazard or involves an essential service, an emergency response may be necessary. Conversely, if the problem is not critical, a routine response is adequate.

**EMINENT DOMAIN:** The power or right of a federal, state, or local government unit to take private property for public use with just compensation to the owner.

**EMULSIFYING AGENT:** A material that helps to suspend globules of one liquid in another (e.g., oil in water).

**EMULSION:** A material in which one liquid is suspended in minute globules in another liquid (e.g., milk or an oil preparation in water).

**ENCUMBRANCES:** Obligations in the form of purchase orders, contracts, or salary commitments that are chargeable to an appropriation and for which a part of the appropriation is reserved. They cease to be encumbrances when paid or when the actual liability is recorded.

**ENDOWMENT FUNDS:** Funds for which a donor or other outside agency has stipulated, as a condition of the gift, that the principal is to be maintained inviolate and in perpetuity and that only the income from the investments of the fund may be expended.

**ENDOWMENT INCOME:** Yield, usually in the form of interest and dividends, that occurs as a result of investing the principal of an endowment fund. Capital gains and losses are not a part of endowment income.

**ENERGY USAGE:** The amount of energy it takes for heating, cooling, lighting, and equipment operation per gross square foot. This universal energy consumption metric is commonly considered a worldwide standard, and is expressed as a ratio of British Thermal Units (BTUs) for each gross square foot (gsf) of facility, group of facilities, site, or portfolio. This energy usage metric can be tracked over a given period to measure changes and variances of energy usage. Major factors that affect BTU per gsf are outside ambient temperature, building load changes, and equipment efficiencies. The indicator is traditionally represented as total energy consumed annually or monthly. All fuels and electricity are converted to their respective heat, or BTU content, for the purpose of totaling all energy consumed.

**ENTRY:** The record of a financial transaction in its appropriate book of accounts. An entry is also defined as an act of recording a transaction in the books of account.

**ENVIRONMENTAL MANAGEMENT SYSTEM:** A set of processes and practices that enable an organization to reduce its environmental impacts and increase its operating efficiency, while also addressing pollution prevention within its processes or operations.

**EOP:** Emergency Operations Plan, lays out the framework of the mitigation, preparation, response, and recovery intentions and actions of an institution, in consideration of a disaster .

**EPA:** U.S. Environmental Protection Agency.

**EPIDEMIC:** The widespread and severe outbreak of a disease.

**EQUIPMENT OPERATOR:** A position that provides expertise in the operation of a variety of pieces of equipment generally related to landscape maintenance operations. This position usually requires a moderate education and experience in the maintenance and operation of equipment. The size of the equipment determines the rating of the operator, such as heavy equipment operator.

**ERP:** Emergency Response Plan. In most cases, this must not only contain the elements of a crisis management plan, it must have the elements of business recovery, National Incident Management System (NIMS) communication compliance, and contact information both internal to the institution and external in the community.

**ESL:** English as a Second Language, referring to current or potential employees for whom English is not the primary tongue.

**ETHICS:** Usages and customs regarding the moral and professional duties of a professional toward others.

**EVERGREEN:** A plant that retains green foliage throughout the year.

**EXFOLIATE:** To peel off in scales, layers, or thin plates, as bark from a tree trunk.

**EXOTIC:** A plant or other organism that has been introduced from other regions. The opposite of indigenous.

**EXPANSION JOINT:** (1) A joint or gap between adjacent parts of a building, structure, or concrete work that permits their relative movement caused by temperature changes (or other conditions) without rupture or damage. (2) An expansion bend.

**EXPENDABLE FUND:** A fund whose resources, including both principal and earnings, may be expended.

**EXPENDITURES:** Where accounts are kept on the accrual or modified accrual basis, this term designates the cost of goods or services received, whether or not payment has been made. Expenditures also include provision for debt retirement not reported as a liability of the fund from which retired as well as capital outlay. Where accounts are kept on the cash basis, the term designates only actual cash disbursements for these purposes.

**EXPENSES:** Charges incurred whether paid or unpaid for operations, maintenance, interest, and other charges that are presumed to benefit the current fiscal period.

**EXPOSED AGGREGATE FINISH:** A decorative finish for concrete work; achieved by removing the outer skin of mortar, generally before the concrete has fully hardened, and exposing the coarse aggregate.

**EXTERIOR WALLS:** The width of the walls as measured at the intersection of the plane of the finished floor and the finished interior surface of the walls.

**80/20 RULE:** A rule of thumb that says that 80 percent of the maintenance needs will regularly come from 20 percent of the components of the systems, and 20 percent of the maintenance time will be spent on the remaining 80 percent of the components.

## F

**FACE VALUE:** As applied to securities, the amount of liability stated in the security document.

**FACILITIES NEEDS INDEX:** An inventory of occupant and owner needs for a facility that looks beyond deferred maintenance or code requirements.

**FACILITY ASSIGNABLE AREA:** The area calculated by measuring the portions of the floor used to house personnel, furniture, support areas, and common support areas. Each assignable area is measured to the outside of the enclosing wall or furniture panel. Where a wall or furniture panel is common to more than one assignable area, measurements are taken to the center of the wall or furniture panel. This measurement is useful for detailed programming, planning, allocating, and laying out of space.

**FACILITY CONDITION ASSESSMENT (FCA) OR AUDIT:** The structured development of a profile of existing facilities conditions, typically in an electronic database format, and populated with detailed facility condition inspection information. A detailed FCA typically involves an assessment team and depends upon robust, scalable methodologies to ensure accurate and consistent information. The FCA identifies deficient conditions (requirements) in logical grouping and priorities, along with associated recommended corrections and corrective costs. Costs are generally based on industry standard cost databases (e.g., Building News, Whitestone Research, Craftsman Book Company, Richardson General Construction Estimating Standards, RSMeans).

**FACILITY CONDITION ASSESSMENT PROGRAM (FACILITY CAPITAL PLANNING AND MANAGEMENT PROGRAM):** A continuous systematic approach to identifying, assessing, prioritizing, and maintaining the specific maintenance, repair, renewal, and replacement requirements for all facility assets to provide valid documentation, reporting mechanisms, and budgetary information in a detailed database of facility issues.

**FACILITY CONDITION INDEX (FCI):** A comparative industry indicator/benchmark used to indicate the relative physical condition of a facility, group of buildings, or entire portfolio “independent” of building type, construction type, location, or cost. The FCI is expressed as a ratio of the cost of remedying deficiencies/requirements and capital renewal requirements to the current replacement value. The FCI provides a corresponding rule of thumb for the annual reinvestment rate (funding percentage) to prevent further accumulation of deferred maintenance deficiencies. The FCI value is a snapshot in time, calculated on an annual basis.

**FACILITY INTERIOR GROSS AREA:** The building exterior minus the thickness of the exterior walls.

**FACILITY OPERATING CURRENT REPLACEMENT VALUE INDEX:** The level of funding provided for the stewardship responsibility of an organization’s capital assets, expressed as a ratio of annual facility maintenance operating expenditure to current replacement value. Annual facility maintenance operating expenditures include all expenditures to provide service and routine maintenance related to facilities and grounds, as well as major maintenance funded by the annual facilities maintenance



operating budget. This category does not include expenditures for major maintenance and/or capital renewal funded by other accounts, nor does it include expenditures for utilities and support services such as mail, telecommunications, public safety, security, motor pool, parking, environmental health and safety, or central receiving. Annual Facility Maintenance Operating Expenditures (\$) Current Replacement Value (\$)

**FACILITY USABLE AREA:** The area calculated by subtracting the primary circulation and the building core and service areas from the facility rentable area. This area can be assigned to occupant groups. This measurement is useful for programming, planning, and allocating space.

**FEMA:** U.S. Federal Emergency Management Agency.

**FERTILIZATION:** The application of required nutrients, such as nitrogen, phosphorus, and potassium, by a variety of means, including but not limited to the following:

- **LIQUID INJECTION:** fertilizer introduced into the soil by means of a probe
- **GRANULAR BROADCAST:** fertilizer applied typically by means of a mechanical spreader
- **TRUNK INJECTION:** fertilizer injected directly into the trunk of a tree

**FERTILIZE:** To add a natural or manufactured material to the soil to supply one or more nutrients.

**FERTILIZER:** A natural or manufactured material added to the soil to supply one or more nutrients. In the trade, the term is generally applied to largely inorganic material other than lime or gypsum soil. See also Balance Fertilizer, Complete Fertilizer, and Controlled-Release Fertilizer.

**FFC:** Federal Facilities Council.

**FILL:** The placement of sand, sediment, or other material, usually in submerged lands or wetlands, to create new uplands or raise the elevation of land.

**FINE AGGREGATE:** That portion of an aggregate that passes through a 4.76-mm (no. 4) sieve and is predominantly retained on a 75-µm (no. 200) sieve.

**FINISH GRADE:** The top surface of lawns, walks, and drives or other improved surface after completion of construction or grading operations.

**FINISHED SURFACE:** A wall, ceiling, or floor surface (including glass) as prepared for tenant or occupant use. Excludes the thickness of special surfacing materials such as paneling, furring strips, and carpet.

**FISCAL YEAR:** A 12-month period to which the annual budget applies. At the end of this period, an organization determines its financial position and the results of its operations.

**FIXED ASSETS:** Assets of a long-term character that are intended to continue to be held or used such as land, buildings, machinery, furniture, and other equipment.

**FIXED CHARGES:** Expenses, the amount of which is more or less fixed. Examples are such items as interest, insurance, and contributions to pension funds.

**FIXED RETAINING WALL:** A retaining wall that is rigidly supported or laterally braced at its top and bottom, enabling it to withstand higher pressures than a freestanding wall.

**FLOODPLAIN:** The area adjoining a stream, tidal estuary, or coast that is subject to intermittent flooding.

**FLOODWAY:** The normal stream channel and the adjoining area of the natural floodplain needed to convey the waters of a regional flood.

**FLOWER BEDS:** A collection of showy annual or herbaceous plants that form a bed or planter; typically defined by a border.

**FOOTING:** That portion of the foundation of a structure that transmits loads directly to the soil; it may be the widened part of a wall or column, the spreading courses under a foundation wall, the foundation of a column, or a similar part of the structure. The footing is used to spread the load over a greater area to prevent or reduce settling.

**FOUNDATION:** (1) Any part of a structure that serves to transmit the load to the earth or rock, usually below ground level. (2) The entire masonry substructure. (3) The soil or rock on which the structure rests.

**FOUNDATION PLANTING:** Plants massed close to the foundation of a structure.

**FRIABLE:** Soil or other material that is easily crumbled, pulverized, or reduced to powder.

**FULL-TIME EQUIVALENT (FTE):** Used in facilities and human resource accounting to provide a standard measure of numbers of employees, faculty, or students.

**FUMIGANT:** A substance or mixture of substances that produces gas, vapor, fume, or smoke intended to destroy insects, bacteria, or rodents. Typically, fumigants are intended for use in enclosed or confined areas so that the fumigant may be retained for the intended purpose.

**FUNCTIONAL BENCHMARKING:** A process that analyzes dissimilar industries to recognize best practices regardless of product or service.

**FUND:** An independent fiscal and accounting entity with a self-balancing set of accounts recording cash and/or other resources together with all related liabilities, obligations, reserves, and equities that are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with specific regulations, restrictions, or limitations.

**FURNITURE MOVE:** Reconfiguration of existing furniture and/or furniture moved or purchased. Requires minimal telecommunication reconfiguration.

## G

**GARDENER:** (1) A position that provides expertise in the maintenance of landscape operations and often functions in a lead or supervisory role over other grounds persons or groundworkers. Generally, this position requires a moderate to considerable education in horticulture with a specified level of experience and/or certification. (2) A generic term for one who performs landscape maintenance tasks, such as mowing, trimming, or fertilizing.

**GENERAL CONDITIONS:** That portion of a contract for construction that remains essentially the same for every project.

**GENERAL CONTRACT:** The principal or prime contract in a construction project. The agreement between the owner and the general contractor.

**GENERAL FUND:** A fund used to account for all transactions of an organizational unit that are not accounted for in another fund.

**GENERAL LEDGER:** A book, file, or other device that contains the account needed to reflect, in summary and in detail, financial position and result of financial operations.

**GENERIC BENCHMARKING:** A process that compares unrelated work practices.

**GEOGRAPHIC INFORMATION SYSTEM (GIS):** A system of hardware, software, and procedures designed to support the capture, management, manipulation, analysis, modeling, and display of spatially referenced data to solve complex planning and management problems.

**GLOBAL POSITIONING SYSTEM (GPS):** A system originally funded, controlled, and designed for the U.S. military now in common use. GPS provides specially coded satellite signals that can be processed in a GPS receiver, enabling the receiver to compute its location in the grid coordinate system.

**GRADIENT:** (1) The degree of inclination of a surface, road, or pipe, often expressed as a percentage. (2) A rate of change in a variable quantity, such as temperature or pressure. (3) A curve representing such a rate of change.

**GRAFFITI:** Drawings or writing that is placed on walls or other smooth surfaces. Typically applied with spray paint and found in public places.

**GRANT:** A contribution by one unit to another unit. The contribution is usually made to aid in the support of a specified function, but is sometimes also for general purposes.

**GRANULAR BROADCAST:** Fertilizer typically applied by means of a mechanical spreader.

**GREEN DESIGN:** A type of design that embraces sustainable practices and is considered friendly to the environment.

**GREYWATER:** A by-product of common campus activities such as bathing, dishwashing, and laundry. It is termed grey because the wastewater is not derived from toilets and does not contain any human waste. Greywater may be recycled for the purpose of refilling toilet tanks, landscape irrigation, or to supply wetlands.

**GRID:** In surveying, two superimposed sets of equidistant parallel lines intersecting at right angles.

**GROSS SQUARE FEET (gsf):** The floor areas on all levels of a building that are totally enclosed within the building, representing the cumulative total of an organization's building(s) inclusive of all floors to the outside faces of exterior walls. This measurement indicates total constructed space and is useful for building efficiency and construction cost comparisons. Found by measuring exterior building gross area to the outside face of exterior walls, disregarding canopies, cornices, pilasters, balconies, and buttresses that extend beyond the wall face and courtyards that are enclosed by walls but have no roof. The building exterior gross area of basement space includes the area measured to the outside face of basement or foundation walls, as well as exterior bridges and tunnels that are totally enclosed and constructed areas connecting two or more buildings.

**GROUND COVER:** A broad term used to describe low-growing vegetation, typically a vine or succulent plant that is used to cover a large area. Often used as an alternative to turf grass, particularly under the canopy of large trees.

**GROUT:** (1) Thin mortar used for filling in the joints of masonry, brickwork, or brick or stone pavements. (2) Thin mortar pumped into the ground to rectify expansive clay problems or to seal off subsurface drainage.

**GUARANTEE:** A pledge that ensures a standard of performance.

## H

**HARDINESS:** The capability of a plant to survive in a given environment.

**HARDPAN:** A hardened, relatively impervious layer of soil.

**HARDSCAPE:** A landscape term for areas that are composed of brick, concrete, or other hard surfaces, such as walks, roads, parking lots, water features, etc. May be absent of softscape features.

**HAZARDOUS WASTE:** Liquid, solid, contained gas, or sludge wastes that contain properties that are dangerous or potentially harmful to human health or the environment.

**HAZMAT:** Any solid, liquid, or gas that can harm people, other living organisms, or the environment.

**HERBACEOUS:** A stem that is not woody like those of trees and shrubs.

**HERBACEOUS PLANT:** A plant that remains soft or succulent and does not develop woody tissue.

**HERBICIDE:** A pesticide used to kill herbaceous or other plants. Any compound used to kill or inhibit the growth of a plant.

**HIGH WATER:** The flood stage of a stream or lake that is the measurement of the actual height of the water surface above the stream banks during the maximum flow of the water. The historic high water mark is called stage recorded. The design high water is used for design purposes and is usually based on the empirical frequency of recurrence or history of flood cycles.

**HIGH-INTENSITY RECREATION:** Recreation that uses specially built facilities or occurs in such density or form that it requires or results in a modification of the area of resource. Campgrounds, golf courses, public beaches, campus quads, and marinas are examples of high-intensity recreation.

**HORTICULTURE:** The science and art of growing plants, such as fruits, vegetables, and ornamental plants. Intensified agriculture.

**HORTICULTURIST:** One who practices the science and art of horticulture. One who maintains fruit or vegetable production or ornamental gardens and landscapes.

**HUMUS:** Decomposed or partially decomposed organic matter in or on the soil; frequently of a dark color.

**HVAC:** Heating, ventilation, and air conditioning.

**HW:** Hazardous waste.

**HYDRAULIC:** Pertaining to water in motion and the mechanics of motion.

**HYDRAULIC PROCESSES:** Actions resulting from the effect of moving water or water pressure on the bed, banks, and shore lands of water bodies (ocean, estuaries, streams, lakes, and rivers).

**HYDROLOGIC:** Pertaining to the cyclic phenomena of waters of the earth, successively as precipitation, runoff, storage, and evaporation; quantitatively as to distribution and concentration.

|

**IBC:** International Building Code.

**IEBC:** International Existing Building Code.

**IFMA:** International Facility Management Association.

**IMPERVIOUS:** A characteristic assigned to hard surfaces such as concrete that are unable to absorb water, as the native soils underneath may have been able to do previously .

**IMPROVEMENT:** A change or addition to an asset that improves its performance or appearance and/or extends its useful life.

**INDIGENOUS:** Native or belonging to a region or an area. The opposite of exotic.

**INDIRECT COSTS:** Costs that have been incurred for purposes common to some or all of the specific programs or activities of an institution but that cannot easily be identified and charged directly to them with a reasonable degree of accuracy and without an inordinate amount of accounting. Examples include such items as heating, lighting, air conditioning, and janitorial services of buildings plus administrative services such as accounting, purchasing, personnel, and library services.

**INFRASTRUCTURE:** The necessary components that allow an entity, such as a park or other facility, to function. These items may include potable water, irrigation water, power, sanitary and storm sewers, and roadways and walkways.

**INORGANIC:** Substances occurring as minerals in nature or obtainable from those minerals by a chemical means. Generalized to refer to fertilizer that is not derived from plant or animal matter.

**INSPECTION:** An examination or careful scrutiny to ensure compliance.

**INTEGRATED PEST MANAGEMENT (IPM):** A system that uses all the appropriate methods and techniques to control pest populations at levels below those that cause economic injury. This system may include cultural practices, natural remedies, and selective pesticides.

**INTEGRITY:** The quality or state of being complete and functionally unimpaired; the wholeness or entirety of a body or system, including its parts, materials, and processes. The integrity of an ecosystem emphasizes the interrelatedness of all parts and the unity of its whole.

**INTERIOR PARKING SPACE:** Space used for vehicular parking that is totally enclosed within the (occupied) building envelope.

**INTERNAL AUDITING:** A review of operations within established policy guidelines that provides managers with reports, conclusions, and recommendations of the results of the review. It is used to measure and evaluate the effectiveness of the organization.

**INTERNAL BENCHMARKING:** A process that concentrates on benchmarking internal customers.

**INVENTORY:** A detailed list showing quantities, descriptions, and values of property and, frequently, units of measure and unit prices.

**INVESTMENTS:** Securities and real estate held to produce income in the form of interest, dividends, rentals, or lease payments.

**IPM:** Integrated Pest Management.



**IRRIGATION:** The artificial application of water to the land or soil to assist in the maintenance of landscapes, growing of crops, and to supplement water needs during periods of inadequate rainfall.

**IT:** Information Technology.

## J

**JIT:** Just in time, a delivery method for supplies, materials, and services.

**JOC:** Job order contracting.

**JOURNAL VOUCHER:** A voucher for recording certain transactions or information in place of or supplementary to the journals or registers. The journal voucher usually contains an entry or entries, explanations, references to documentary evidence supporting the entry or entries, and the signature or initials of one or more properly authorized individuals.

## K

**KILOWATTS PER HOUR (kWh):** Identifying the amount of electrical energy delivered during one hour, in thousands of watts (equivalent to 3,413 Btu).

**KNOWLEDGEABLE PERSON:** Defined by OSHA as “1) one knowledgeable in the equipment involved, along with the associated hazards of the topic and who has undergone formal training as well; 2) an employee who is undergoing on-the-job training and who, in the course of such training has demonstrated an ability to perform duties safely at his or her level of training, and who is under the direct supervision of a qualified person, is considered to be a qualified person for the performance of those duties.”

**KPIs:** Key performance indicators.

## L

**LABOR AND MATERIAL PAYMENT BOND:** A bond of the contractor in which a surety guarantees to the owner that the contractor will pay for labor and materials used in the performance of the contract. The claimants under the bond are defined as those who have direct contracts with the contractor or any subcontractor.

**LABOR NEEDS ANALYSIS:** Determining appropriate staffing levels for the desired level of service.

**LAND:** A fixed asset account that reflects the value of land owned by an organization. If land is purchased, this account shows the purchase price and costs such as legal fees and excavation costs incurred to ready the land for its intended use. If the land is acquired by gift, the account reflects the proposed value at the time of acquisition.

**LANDSCAPE:** The surroundings of a site, which may or may not include hardscape (walks and plazas) and softscape (lawns and plantings).

**LBP:** Lead-based paint.

**LEACHING:** (1) The washing out of soluble nutrients from the soil. Occurs naturally in areas of high rainfall. May require replacement of nutritive elements (especially nitrogen) and correction of acidity, which comes from the leaching out of alkaline salts. Leaching is sometimes done intentionally to rid soil of a detrimental salt or overdose of inorganic nitrogen. (2) The subsurface disposal of septic tank effluent into the ground (i.e., leach field disposal).

**LEASEHOLD:** The right to the use of real estate by virtue of lease, usually for a specific term of years, for which a consideration is paid.

**LEED®:** The acronym for Leadership in Energy and Environmental Design, a green building certification system developed by the U.S. Green Building Council, providing third party verification that a building or community was designed and built using strategies aimed at improving performance in energy savings, water efficiency, CO2 emissions reduction, improved indoor environmental quality, and stewardship of resources and sensitivity to their impacts.

**LETTER OF INTENT:** A letter signifying an intention to enter a formal agreement, usually setting forth the general terms of such agreement.

**LEVEL OF SERVICE:** Indicating the standard at which an organization functions.

**LIABILITY:** An obligation that one is bound in law or justice to perform; the condition of being actually or potentially subject to an obligation. Debt or other legal obligations arising out of past transactions that must be liquidated, renewed, or refunded at some future date.

**LIEN:** An enforceable right against specific property to secure payment of an obligation.

**LIFE-CYCLE COSTING:** An estimating procedure used to determine the cost of facility system or component renewal based on the average useful life of an individual component. Typically based on visual observations, via a facilities conditions assessment/audit, to determine the remaining useful life of a system and the development of cost models for the facility. This process enables multiyear modeling of future replacement costs and timing.

**LINEAR MEASUREMENT:** A measure of length, such as feet or miles.

**LIQUIDATED DAMAGES:** A sum specified in a contract whereby damages in the event of breach are predetermined. In construction contracts, liquidated damages usually are specified as a fixed sum per day for failure to complete the work within a specified time. If set at a level consistent with a reasonable forecast of actual harm to the owner, liquidated damage clauses will be upheld and will preclude use of standards for computation of damages that would otherwise be imposed by law. If the amount

prescribed for liquidated damages is unreasonably high, the provision will be denominated an illegal “penalty” by the courts and held invalid; in such cases, damages will be determined pursuant to otherwise applicable rules of law.

**LISTED HAZARDOUS WASTE:** By definition, EPA determined that some specific wastes are hazardous. These wastes are incorporated into lists published by EPA and are organized into three categories:

- **THE F-LIST (NON-SPECIFIC SOURCE WASTES):** This list identifies wastes from common manufacturing and industrial processes, such as solvents that have been used in cleaning or degreasing operations. Because the processes producing these wastes can occur in different sectors of industry, the F-listed wastes are known as wastes from non-specific sources. Wastes included on the F-list can be found in the regulations at 40 CFR §261.31.
- **THE K-LIST (SOURCE-SPECIFIC WASTES):** This list includes certain wastes from specific industries, such as petroleum refining or pesticide manufacturing.
- **THE P-LIST AND THE U-LIST (DISCARDED COMMERCIAL CHEMICAL PRODUCTS):** These lists include specific commercial chemical products in an unused form. Some pesticides and some pharmaceutical products become hazardous waste when discarded. Wastes included on the P- and U-lists can be found in the regulations at 40 CFR §261.33.

**LITIGATION:** A lawsuit or judicial controversy.

**LOAM:** The textural class name for soil that has a moderate amount of sand, silt, and clay. Loam soils contain 7 to 27 percent clay, 28 to 50 percent silt, and less than 52 percent sand.

**LOCK OUT-TAG OUT:** Program under the Occupational Safety and Health Administration (OSHA), addresses the control and management of energized sources such as electricity, steam, hydraulics, and other sources that can cause injury.

**LONG-TERM DEBT:** Debt with a maturity of more than one year after the date of issuance.

**LOW-INTENSITY RECREATION:** Recreation that does not require developed facilities and can be accommodated without change to the area of resource. Boating, hunting, hiking, wildlife photography, and beach or shore activities are examples of low intensity recreation.

## M

**M&R:** Maintenance and replacement, referring to facility activities that are intended to extend the projected life of assets.

**MACADAM, TARMAC, TARMACADAM:** (1) A paving for roads or other surfaces, formed by grading and compacting layers of crushed stone or gravel. The top layer(s) are usually bound by asphaltic material, acting to stabilize the stone, provide a smoother surface, and seal against water penetration. (2) The crushed stone used in a macadamized surface.

**MAINTAIN:** Support, keep, and continue in an original state or condition without decline.

**MAINTENANCE:** Work required to preserve or restore buildings and equipment to their original condition or to such condition that they can be effectively used for their intended purpose, ensuring ongoing operation of the campus.

**MAINTENANCE PERFORMANCE:** A measure of the effectiveness of labor; calculated as a ratio of time allowed divided by time taken on a series of jobs completed during a given period. For example, if a job is determined to require 10 hours to complete, yet the workers take 20 hours, the performance is only 50 percent.

**MAINTENANCE STANDARDS:** Activities or individual work elements that support maintenance requirements.

**MAJOR MAINTENANCE:** Unplanned repairs and replacement, paid from the capital funds budget, that must be accomplished but that is not funded by normal maintenance resources received in the annual operating budget cycle.

**MAJOR VERTICAL PENETRATIONS:** Include stairs, elevator shafts, utility tunnels, flues, pipe shafts, vertical ducts, and their enclosing walls.

**MECHANIC:** A position that provides expertise in the maintenance of a variety of pieces of equipment generally related to landscape maintenance operations. This position usually requires a moderate to extensive education and experience in the maintenance and repair of equipment.

**MECHANIC'S LIEN:** A claim that attaches to improvements on real property and to the land itself for the purpose of securing priority of payment for the value of work, labor, or services performed or materials furnished in making improvements to the property.

**MEDIATION:** The act of a third person who attempts to persuade two or more parties to a dispute to adjust or settle their problem.

**MINIMUM TURNING RADIUS:** The radius of the path of the outer front wheel of a vehicle making its sharpest turn. A dimension often used in the performance of grounds maintenance equipment, such as mowers, to denote ability to make tight turns in the process of mowing.

**MOUNTABLE CURB:** A curb that can be climbed readily by a moving vehicle.

**MSDS:** Material Safety Data Sheet.

**MULCH:** A layer of organic or inorganic material put on the soil for one or more of the following reasons: to reduce the evaporative loss of water from the soil, reduce runoff, reduce compaction, help to control weeds, add organic matter to the soil, protect plants from mowers or equipment, moderate soil temperature fluctuations, or for ornamental purposes.

## N

**NASF:** Net assignable square feet.

**NEGLIGENCE:** The failure to exercise that degree of care that a reasonably prudent person would exercise so as not to submit others to unreasonable risks of harm. Contributory negligence is the want of ordinary care on the part of the person injured that concurred with a defendant's negligence and was a cause of the injured party's damage. Comparative negligence is a doctrine of law wherein the concurrent negligence of a plaintiff and a defendant are compared and the plaintiff's damages are diminished proportionally to his or her fault.

**NEGOTIATION:** The official notice included in a proposal for inviting bids for a proposed improvement.

**NET INCOME:** The term used in accounting for designating the excess of total revenues over total expenditures for an accounting period.

**NET PRESENT VALUE (NPV):** The difference between the sum of discounted cash flows that are expected from an investment, and the amount that is currently invested. Considers the potential impact of inflation and the cost of money.

**NET REVENUE AVAILABLE FOR DEBT SERVICE:** Gross operating revenues of an enterprise less operating and maintenance expenses but exclusive of depreciation and bond interest.

**NEW CAPITAL CONSTRUCTION:** A project performed to create or add to a building. Includes construction and purchase of fixed equipment.

**NFPA:** National Fire Protection Association.

**NOMINAL INTEREST RATE:** The contractual interest rate shown on the face and in the body of a bond that represents the amount of interest to be paid. This is in contrast to the effective interest rate.

**NORMAL/ROUTINE MAINTENANCE AND MINOR REPAIRS:** Cyclical, planned work activities funded through the annual budget cycle, done to continue or achieve either the originally anticipated life of a fixed asset (i.e., buildings and fixed equipment) or an established level of performance. Normal/routine maintenance is performed on capital assets such as buildings and fixed equipment to help them reach their originally anticipated life. Deficiency items are low in cost to correct and are normally accomplished as part of the annual operations and maintenance (O&M) funds. Normal/routine maintenance excludes activities that expand the capacity of an asset, or otherwise upgrade the asset to serve needs greater than or different from those originally intended.

**NOTES PAYABLE:** Generally, an unconditional written promise signed by the maker to pay a certain sum in money. The money is payable on demand or at a fixed or determinable time either to the bearer or to the order of a person designated on the note.

## O

**O&M:** Operations and maintenance.

**O.T.:** Overtime compensation.

**OBSOLESCENCE:** The decrease in the value of fixed assets relating to economic, social, technological, or legal changes.

**OJT:** On-the-job training.

**OPEN PLAN OFFICE:** Office space divided by movable partitions.

**OPERATING BUDGET:** A budget that applies to all outlays except capital outlays.

**OPERATING PERMIT:** The permit required to operate a new emissions source such as a boiler. This is typically obtained by the architect or engineer installing the device, but may not be aggregated with the other emissions sources operated by the institution.

**ORIGINAL COST:** The total of assets given and/or liabilities assumed to acquire an asset.

**ORNAMENTALS:** Plants that are used to enhance landscapes and gardens.

**OSHA:** Occupational Safety and Health Administration, a federal agency that defines and monitors the working environment.

**OVERHEAD:** Elements of cost needed to produce an article or to perform a service that cannot be easily or accurately charged to the product or service. Overhead items usually relate to those objects of expenditure that do not become an integral part of the finished product or service. Examples are rent, heat, light office supplies, and insurance.

**OVERSEED:** A process by which grass seed is applied over top of an existing stand of turf, often for the purpose of increasing plant density or creating a temporarily green, viable sports surface during winter months. Common on golf tees and greens, as well as sports fields.

## P

**PACM:** Potential Asbestos Containing Material.

**PdM:** Predictive maintenance.

**PEAK SHAVING:** Keeping enough in-house staff to handle around 80 percent of peak demand and purchasing external resources or staff (in this case, from the facilities organization) to make up the

difference during peak times. Peak shaving may involve staffing a certain trade or department at a level that is less than required in the most demanding months of the year.

**PERENNIAL FLOWERS:** Plants, typically herbaceous, that grow more or less indefinitely from year to year and usually bear seed each year.

**PERENNIALS:** Plants that live more than two years and that can persist indefinitely in specific climatic ranges. A plant that is a perennial in one climate may be used as an annual in another climate.

**PERFORMANCE BOND:** A bond of the contractor in which a surety guarantees to the owner that the work will be performed in accordance with the contract documents. Except where prohibited by statute, the performance bond is frequently combined with the labor and material payment bond.

**PERGOLA:** Open garden structure enclosing part of a path or walk. Vines or pleached trees are often trained overhead.

**PERMEABILITY:** (1) The property of soil, rock, or mantle that permits water to flow through it. (2) The property of a porous material that permits the passage of water vapor through it.

**PEST CONTROL SPECIALIST:** A position that provides expertise in the control of pests and diseases, including but not limited to plant disease, insects, vertebrate pests, weeds, and disorders that hinder the production of food crops or ornamental plants. This position generally requires considerable education in pest control and a specified level of experience and/or certification.

**PESTICIDE:** As defined by the U.S. Federal Insecticide, Fungicide, and Rodenticide Act (FIFRA), an economic poison (pesticide) “means any substance or mixture of substances intended for preventing, destroying, repelling, or mitigating any insects, rodents, nematodes, fungi, weeds, or any other forms of life declared to be pests; and any substance or mixture of substances intended for use as a plant regulator, defoliant, or desiccant.”

**PETTY CASH:** A sum of money set aside for the purpose of making change or paying small obligations. The money is used for cases in which issuing a formal voucher and check would be too expensive and time consuming.

**pH:** The measure of acidity or alkalinity, expressed as the negative logarithm of the hydrogen<sup>+</sup>ion concentration. With a pH of 7 denoted as neutral, a value less than 7 indicates acidity; a value higher than 7 indicates alkalinity.

**PLAN, GRAPHIC:** A two-dimensional graphic representation of the design, location, and dimensions of the project or parts thereof, seen as a horizontal plane viewed from above.

**PLANNED OR PROGRAMMED MAINTENANCE:** Maintenance tasks whose cycle exceeds one year, such as painting, flood coating of roofs, overlays and seal coating of roads and parking lots, and digging of constricted utility lines.

**PLANTING EASEMENT:** An easement for reshaping roadside areas and establishing, maintaining, and controlling plant growth thereon.

**PM:** See Preventive Maintenance.

**POST-EMERGENT HERBICIDE:** A herbicide that is applied after the appearance of a specified weed or plant.

**POTABLE WATER:** Water that is fit for human consumption and satisfies the standards of the appropriate health authorities.

**POUNDS PER HOUR:** A unit of measure for steam.

**PPE:** Personal Protective Equipment, such as safety glasses, safety goggles, hearing protection, steel-toed boots, chemical resistant gloves, chemical resistant aprons, welding goggles and face shields, chainsaw chaps/pants, and other protective gear. PPE is used as the last resort of protection after administrative and engineering controls have been exhausted.

**PRE-EMERGENT HERBICIDE:** A herbicide that is applied to control specific weeds before the emergence of the weed or a crop.

**PRECAST CONCRETE:** A concrete member that is cast and cured in other than its final position.

**PREDICTIVE MAINTENANCE/TESTING/INSPECTION:** Routine maintenance, testing, or inspection performed to anticipate failure using specific methods and equipment, such as vibration analysis, thermographs, X-ray, or acoustic systems, to aid in determining future maintenance needs. Examples include tests to locate thinning piping, fractures, or excessive vibrations that are indicative of maintenance requirements.

**PREPAID EXPENSES:** Expenses entered in the accounts for benefits not yet received. Prepaid expenses differ from deferred charges in that they are spread over a shorter period of time and are regularly recurring costs of operations. Examples of prepaid expenses are prepaid rent, prepaid interest, and premiums on unexpired insurance.

**PREVENTIVE MAINTENANCE:** A planned, controlled program of periodic inspection, adjustment, cleaning, lubrication, and selective parts replacement of components, and minor repair, as well as performance testing and analysis intended to maximize the reliability, performance, and life cycle of building systems and equipment. Consists of many checkpoint activities on items that, if disabled, may interfere with an essential installation operation, endanger life or property, or involve high cost or long lead time for replacement.

**PRIMARY CIRCULATION:** The portion of a building that is a public corridor or lobby; the space required for access by all occupants on a floor to stairs, elevators, restrooms, and building entrances or tenant space entry points on multitenant floors.



**PRIORITY:** A rank of priority relative to visibility, such as in high to low visibility.

**PRIVATE OFFICE:** Enclosed office with enclosed floor-to-ceiling walls.

**PRO FORMA:** A term used in conjunction with a noun to denote a sample form, document, statement, certificate, or presentation. The contents may be either wholly or partially hypothetical or factual and may be estimates or proposals.

**PRODUCTIVITY FACTOR:** The measure of the efficiency of all inputs to a production process. Increases in productivity usually result from technological innovations or improvement.

**PROFESSIONAL STANDARD OF CARE:** That degree of skill or care usual in a particular profession.

**PROGRAMMING:** The process of planning and organizing the quantitative physical requirements of resources needed to accomplish established goals. A program is an organized set of activities directed toward a common purpose or goal undertaken or proposed in support of an assigned area. It is characterized by a strategy for accomplishing a definite objective(s), which identifies the means of accomplishment, particularly in quantitative terms, with respect to staffing, materials, and facilities requirements. It normally includes an element of ongoing activity, and typically comprises technology-based activities and projects and supports an established level of reliability.

**PROJECT:** A plan of work, job, assignment, or task.

**PROPOSAL:** An offer. A proposal becomes a contract when the terms and conditions of the proposal have been accepted by the other party.

**PURCHASE ORDER:** A document that authorizes the delivery of specified merchandise or the rendering of certain services and the making of a charge for them.

**PVC:** Polyvinyl chloride, a plastic pipe commonly used for direct burial.

## Q

**QAQC:** Quality assurance and quality control.

**QUALITY:** A description of the condition expected on completion of assigned work. Quality is derived from many factors, such as aesthetics and orderliness, health and cleanliness, safety, and properly functioning equipment and facilities, as well as conservation and sound environmental practices.

## R

**REACTIVE MAINTENANCE:** Unplanned maintenance of a nuisance nature requiring low levels of skill for correction. These problems are usually identified and reported by facilities users.

**REAL PROPERTY:** Land, everything growing on it, and all improvements made to it. Usually includes rights to everything beneath the surface and at least some rights to the airspace above it.

**REBAR:** A steel bar that has ribs to provide greater bonding strength when used in reinforced concrete.

**RECAPITALIZATION/REINVESTMENT RATE:** The level of annual funding for facility renewal and deferred maintenance expressed as a percentage of facility replacement values. A facility, system, or component with existing deficiencies will deteriorate faster than a component that is in good condition. Altering the recapitalization/reinvestment rate has direct impact on the facility condition index and associated deferred maintenance levels over time.

**RECEIPTS:** A term that, unless otherwise qualified, means cash received.

**RECOMMISSIONING:** Applying the building commissioning process to an existing building, or building subsystem, that has already gone through original commissioning, after substantial time has passed and owners' uses or needs have changed since construction. Recommissioning should not require capital improvements.

**RECYCLING:** The recovery of useful materials, such as paper, glass, plastic, and metals, from the trash to use to make new products, reducing the amount of new raw materials needed.

**REFUND:** An amount paid back or credit allowed because of an overcollection or because of the return of an object sold.

**REGULATIONS:** "Controlling human or societal behavior by rules or restrictions." Regulation can take many forms: legal restrictions promulgated by a government authority, self-regulation by an industry such as through a trade association. One can consider regulation as actions of conduct imposing sanctions (such as a fine).

**REHABILITATION:** The restoration or improvement of deteriorated areas, structures, public facilities, or neighborhoods to bring them up to an acceptable standard for use.

**REIMBURSEMENT:** Cash or other assets paid back for work or services performed; repayment for expenditures made for or on behalf of another individual, firm, or corporation.

**REPAIR(S):** Work that is performed to return equipment to service after a failure or to make its operation more efficient. The work restores a facility or component thereof to such condition that it may be effectively utilized for its designated purposes by overhauling, reprocessing, or replacing constituent parts or materials that have deteriorated by action of the elements or usage and have not been corrected through maintenance.

**REPLACEMENT:** An exchange of one fixed asset (i.e., a major building component or subsystem) for another that has the same capacity to perform the same function—for example, replacing a chiller with a like-sized unit.

**REPLACEMENT COST:** The cost, as of a certain date, of a structure that can render similar service: but need not be of the same structural form: as the structure to be replaced.

**REPLACEMENT CYCLE:** A regular cycle or schedule on which maintenance occurs— for example, repainting every seven years.

**REQUEST FOR PROPOSALS:** An alternative or variation of “competitive bidding,” where interested contractors, designers, or vendors are asked to submit project work plans, and where cost is frequently not a primary consideration.

**REQUEST FOR QUALIFICATIONS:** A process used by institutions wishing to identify potential consultants to provide assistance in completing specific tasks. Frequently used to narrow the potential field of architects and engineers to a “short list” of qualified respondents.

**REQUISITION:** A written demand or request, usually from one department to the purchasing officer or from one department to another department for a specified article or services.

**RESERVE:** An account that records a portion of the fund balance that is allocated or set aside for some future use and is thus not otherwise available.

**RESOURCES:** The actual assets of an entity, such as cash, land, and buildings plus contingent assets such as estimated revenue applying to current fiscal year not accrued or collected.

**RESTORATION:** Revitalizing, returning, or replacing original attributes and amenities, such as natural biological productivity or aesthetic and cultural resources, that have been diminished or lost by past alterations, activities, or catastrophic events. Specific remedial actions might include removing fills, installing water treatment facilities, rebuilding deteriorated urban waterfront areas, rehabilitating strip-mined areas, reestablishing prairies, and so on.

**RESTRICTED FUNDS:** Funds limited to a specific use by outside agencies or persons. These are to be distinguished from funds over which the institution has complete control or freedom of use.

**RESURFACING:** A supplemental surface or replacement placed on an existing surface to improve its surface conformation or increase its strength.

**RETAINING WALL:** A wall, either freestanding or laterally braced, that bears against an earth or other fill surface and resists lateral and other forces from the material in contact with the side of the wall.

**RFP:** Request for proposals.

**RFQ:** Request for qualifications.

**RIGHT OF WAY:** The areas existing or acquired by permanent easement for highway, utility, or other purposes; also, the areas acquired by temporary easement during the time the easement is in effect.

**RIPRAP:** (1) Irregularly broken and random-sized large pieces of quarry rock; individual stones ranging from very large (2 to 3 cubic yards, approximately 1.5 to 2.3 cubic meters) to very small (1/2 cubic foot, approximately 0.014 cubic meters); used for foundations and revetments. (2) A foundation or parapet of stones thrown together without any attempt at regular structural arrangement.

**RISER:** (1) The vertical face of a step or stepped ramp. (2) In irrigation, a short piece of pipe used to connect the irrigation head with the water supply line.

**ROUTINE REPAIRS:** Actions taken to restore a system or piece of equipment to its original capacity, efficiency, or capability. Routine repairs are not intended to increase significantly the capacity of the item involved. For example, replacing a failed boiler with a new unit of similar capacity would be a routine repair project. However, if the capacity of the new unit were double the capacity of the original unit, the cost of the extra capacity would have to be capitalized and would not be considered routine repair work.

**RS MEANS:** A for-profit company in the business of providing critical cost information to the construction industry, as well as annual O&M costs to many types of organizations and institutions.

## S

**SANITARY SEWER:** A sewer intended to carry only domestic sewage.

**SBS:** Sick building syndrome.

**SCHEDULES:** The explanatory or supplementary statements that accompany the balance sheet or other principal statements that are periodically prepared from the accounting records.

**SEAL COAT:** A surface seal for application on asphalt surfaces on which chips of coarse sand or limestone are spread before the seal has lost its tack or stickiness.

**SECONDARY CIRCULATION:** The portion of a building or floor required for access to some subdivision of space that is not defined as primary circulation. May or may not be surrounded by walls or furniture panels.

**SECURITIES:** Bonds, notes, mortgages, or other forms of negotiable or nonnegotiable instruments.

**SEDIMENT:** Deposit made by suspended material settling out of a liquid.

**SERVICE:** All support provided to the campus customers as needed and on request.

**SHARPS:** Contaminated object that can penetrate the skin including, but not limited to, needles, scalpels, broken glass, broken capillary tubes, and exposed ends of dental wires.

**SHORELINE:** The boundary line between a body of water and the land, measured on tidal waters as the mean highest high water mark and on nontidal waterways as the ordinary high water mark.

**SHORT-TERM DEBT:** Debt that matures one year or less after the date of issuance.

**SINKING FUND:** Cash or other assets, and the interest or other income earned from it, that are set apart for the retirement of a debt or for the protection of an investment in depreciable property.

**SITE DRAINAGE:** Removing water from a site by surface or subsurface drainage.

**SITE PLAN:** A plan of a construction site showing the position and dimensions of existing structures or structures to be erected, and the dimensions and contours of the property and improvements.

**SLOPE RATIO:** The relation of horizontal distance to vertical rise or fall; for example, 2 feet horizontal to 1 foot vertical is designated 2 to 1 or 2:1.

**SNOW AND ICE REMOVAL:** The physical or chemical removal of accumulations of ice or snow from transportation or parking surfaces, often by means of one of the following:

**SODIUM/MAGNESIUM CHLORIDE:** a granular salt-based chemical sometimes applied to earthen paths and roads to settle dust. Also used as a deicing agent on pavement. This material is toxic to plants and should be applied with care in their proximity.

- **CALCIUM CHLORIDE:** a granular salt-based chemical sometimes applied to earthen paths and roads to settle dust. Also used as a deicing agent on pavement. This material is toxic to plants and should be applied with care in their proximity.
- **UREA:** a nitrogen-based fertilizer that is used as a deicing agent on pavement.

**SODIUM/MAGNESIUM CHLORIDE:** A granular salt-based chemical sometimes applied to earthen paths and roads to settle dust. Also used as a deicing agent on pavement. This material is toxic to plants and should be applied with care in their proximity.

**SOFTSCAPE:** A landscape term used for areas that are composed of lawn or ornamental plantings. Often absent of hardscape features.

**SOIL COMPACTION:** The process of increasing soil density primarily as a result of excessive wear. In compacted soils, particles are pressed or packed together with few large air pores or interstices.

**SOP:** Standard operating procedures manual.

**SPACE PLANNING:** The process of analyzing current and future requirements relative to physical assets (i.e., type, condition, size, capacity, with respect to their ability to support and advance programs and activities at a level deemed appropriate by appropriate parties in concert with associated regulations, codes, mandates, and acceptable levels of performance). Typically involves identifying each distinct type

of activity covered by the program and defining the appropriate values relative to size, capacity, utilization rates, and so on.

**SPCC:** Spill Prevention Control and Countermeasures Plan, a part of the Oil Prevention Regulation under the Environmental Protection Agency (EPA). Requires the development of a written inventory and plan if the institution has great than 1,320 gallons of oil aboveground (including that found in transformers, elevators, used food oil, tanks, and drums—anything stored in quantities greater than 55 gallons). Few institutions are exempt from this regulation.

**SPECIAL PROVISIONS:** Specific directions, provisions, requirements, and revisions of the specifications peculiar to the work under consideration that are not satisfactorily provided for in the specifications. Special provisions set forth the final contractual intent as to the matter involved. The special provisions included in the contract shall not operate to annul those portions of the specifications with which they are not in conflict.

**SPECIFICATIONS:** The body of directions, provisions, and requirements authorized and printed by the contracting entity, together with written agreements and all documents of any description made or to be made pertaining to the method or manner of performing the work, the quantities, or the quality of materials to be furnished under the contract.

**SPENDING POLICY:** In investing for total return, the portion of earnings allocated for current operating purposes. It is expressed as a percentage of market value and is sometimes called the "payout rate." The term "earnings" includes the sum of net realized and unrealized appreciation or shrinkage in portfolio value plus dividend and interest income. A prudent spending policy would protect the endowment from loss of purchasing power before appropriating gains.

**SPRINKLER OR IRRIGATION SPECIALIST:** A position that provides expertise in the installation and maintenance of irrigation systems. This position generally requires considerable education in hydraulics and a specified level of experience and/or certification.

**STANDARD COSTS:** A predetermined cost of performing an operation efficiently under reasonable and normal conditions. Normal conditions exist when there is an absence of extraordinary factors affecting the quality or quantity of the work performed, or the time or method of performing it.

**STATUTE OF LIMITATIONS:** Statute declaring that no suit shall be maintained on a cause of action unless brought within a specified period of time after the right to bring suit accrues.

**STEWARDSHIP:** The duties and responsibilities required to properly manage a property with regard to the environment and the rights of others. The role of guardian of the campus's physical facilities assets and built environment.

**STORM SEWER:** A sewer for conveying storm and surface water only.

**STORMWATER:** Water that originates during precipitation events. May be harvested and recycled for landscape purposes.

**STRATEGIC PLANNING** A method by which organizations are able to facilitate improvement to enhance productivity, communication, morale or motivation, team spirit, sense of purpose, and confidence. The plan relies on clear objectives with a common understanding by all the participants.

**STRUCTURE:** Anything constructed, installed or portable, the use of which requires a location on a parcel of land.

**SUBBASE:** The layer or layers of specified or selected material of designated thickness placed on a subgrade to support a rigid slab or base course.

**SUBGRADE:** (1) The soil prepared and compacted to support a structure or a pavement system; the base portion of any surfaced area, the elevation of which is lower than that of the finished grade. (2) The elevation of the bottom of a trench in which a sewer or pipeline is laid.

**SUBSOIL:** The bed or stratum of earth that lies immediately below the surface or topsoil.

**SUCCESSION PLANNING:** The process of identifying critical or key positions in the organization and developing a plan to provide coverage for those positions in the event the present employee is unable to work for an extended period or leaves the organization altogether.

**SUMP:** (1) A pit, tank, basin, or receptacle that receives sewage or water and must be emptied by mechanical means (pumping). (2) A reservoir sometimes forming part of a roof drain. (3) A depression in a roof deck where the roof drain is located.

**SURETY BOND:** A legal instrument under which one party agrees to answer to another party for the debt, default, or failure to perform of a third party.

**SUSTAINABILITY:** This term refers to a system, program, or condition that meets the needs of the present without compromising the ability of future generations to meet their own needs. It requires the reconciliation or balance of environmental, economic, and social demands. Used in reference to a program or site that is in ecological balance.

## T

**TASKS:** A combination of the operations and activities required to accomplish the work defined in the task descriptions.

**TCO:** Total cost of ownership.

**TIME:** This term represents the average time necessary for a qualified craftsman or an adequately qualified individual working at a normal pace, following prescribed methods, working under capable

supervision, and experiencing only normal delays to perform a defined amount of work of a specified quality.

**TITLE III:** A section of 1990's Americans With Disabilities Act that deals specifically with how public accommodations provide goods and services to individuals with disabilities, on an equal basis with the non-disabled public.

**TOPOGRAPHIC SURVEY:** The process of determining the configuration of a surface, including its relief and the locations of its natural and manmade features, usually recorded on a drawing showing surface variations by means of contour lines indicating height above sea level.

**TOPSOIL:** (1) The surface or upper layer of soil, as distinct from the subsoil; usually contains more organic matter. (2) A broad term for imported soil for landscape purposes.

**TOTAL COST OF OWNERSHIP (TCO)/LIFE-CYCLE COST MANAGEMENT:** A dollar per square foot value associated with a facility. It is a calculation of all facility-specific costs (not including furnishings or nonfacility-specific equipment) divided by estimated life span of the building (30 or 50 years) and the total gross area. Facility-specific costs include all construction, preservation, maintenance, and operations costs. A strategic asset management practice considers all costs of operations and maintenance in addition to acquisition costs. TCO, therefore, includes the sum total of the present value of all direct, indirect, recurring, and nonrecurring costs incurred or estimated to be incurred in the design, development, production, operation, maintenance, and renewal of a facility, structure, or asset over its anticipated life span. (This total is inclusive of site/utilities, new construction, deferred maintenance, preventive/routine maintenance, renovation, compliance, capital renewal, and occupancy costs. Land values are specifically excluded.)

**TOTAL RETURN:** The sum of net realized and unrealized appreciation or shrinkage in portfolio value plus yield (dividend and interest income).

**TOXIC:** A poisonous chemical factor that is injurious to animals or plants through contact or systemic action.

**TRANSFERS:** The moving of assets, liabilities, and balances from one fund group to another.

**TRIAL BALANCE:** A list of the balances of the accounts in a ledger kept by double entry with the debit and credit balances shown in separate columns. The totals of the debit and credit columns are equal.

**TURF:** An area completely covered with a thick mat of grass plants, often used for sports fields and park areas. Turf areas are mowed with standard mowing equipment.

**TWO-PIPE SYSTEMS:** A heating and cooling system for a building that requires a switch from either heating or cooling as the seasons change. On the contrary, a four-pipe system can be used to heat or cool alternatively without any switchover. A two-pipe system creates difficulties for maintenance staff



because once it is switched from heating to cooling in the spring, an unseasonably cold day can occur, making building occupants cold without the ability to adjust their thermostats for increased heating.

## U

**UL:** Underwriters Laboratory.

**UNDESIGNATED FUNDS:** Unrestricted monies available for any purpose.

**UNIT COST:** A term used in cost accounting to denote the cost of producing a unit of product or rendering a unit of service.

**UNIT OF WORK:** The quantification, in standard units of measurement, such as individual numbers, acres, miles, square feet, or square yards, of the amount (volume) of work for which the standard applies.

**UNRESTRICTED FUNDS:** Monies provided to the institution with no restrictions on their use.

**UNSCHEDULED/UNPLANNED MAINTENANCE:** Requests for system or equipment repairs that, unlike preventive maintenance work, are unscheduled and unanticipated. Service calls generally are received when a system or component has failed or perceived to be working improperly. If the problem has created a hazard or involves an essential service, an emergency response may be necessary. If the problem is not critical, a routine response is adequate. Reactive or emergency corrective work activities occur in the current budget cycle or annual program. Activities may range from unplanned maintenance of a nuisance nature requiring low levels of skill for correction, to nonemergency tasks involving a moderate to major repair or correction requiring skilled labor, to emergency unscheduled work that requires immediate action to restore services, remove problems that could interrupt activities, or protect life and property.

**UPC:** Uniform Plumbing Code.

**UST:** Underground Storage Tanks under the Environmental Protection Agency (EPA). These are different from buried tanks in that they have substances other than heating oil to be used on the campus. Typically, a UST will have gasoline or diesel fuel for vehicles or #2 fuel that is dual use (heating oil and diesel fuel for vehicles). Separate regulations apply to USTs, although these must be listed on any SPCC plan.

**UTILIZATION RATE:** An indicator used to determine how efficiently available space is being used. Usually time-based in terms of month, quarter, or year. Occupied Space/Facility Usable Area

## V

**VACUUM BREAKER:** A device that will prevent the creation of a backflow causing vacuum in a water supply system.

**VALUE ENGINEERING:** A creative, function-oriented approach to optimize total cost, where a group of independent experts reviews a project design at various stages. Typically employed when budget is an issue. May also be called VM or value management.

**VALVE:** A device that regulates the flow of a fluid.

**VALVE, CHECK (BACK-PRESSURE VALVE, REFLUX VALVE):** An automatic valve that permits liquid to flow in only one direction.

**VANDALISM:** The willful or malicious destruction or defacement of property.

**VAV:** Variable air volume.

**VE:** See Value Engineering.

**VFD:** Variable frequency drive.

**VOC:** Volatile organic compounds, at least responsible for environmental issues both inside and outside of buildings.

## W

**WAIVER OF LIEN:** The voluntary relinquishment of one's lien rights.

**WAN:** Wide area network.

**WATER TABLE:** The upper surface of groundwater.

**WAYFINDING:** Term applied to signage and other features designed to help individuals "find their way" to specific campus locations.

**WEEP HOLE:** (1) A small opening in a wall or window member through which accumulated condensation or water may drain to the building exterior, as from the base of a cavity wall, a wall flashing, or a skylight. (2) A hole near the bottom of a retaining wall, backfilled with gravel or other free-draining material, to permit water to drain to the outside of the wall and prevent the buildup of pressure behind the wall.

**WETLANDS:** Land areas where excess water is the dominant factor determining the nature of soil development and the types of plant and animal communities living at the soil surface. Wetland soils retain sufficient moisture to support aquatic or semi-aquatic plant life. In marine and estuarine areas, wetlands are bounded at the lower extreme by extreme low water; in freshwater areas, by a depth of 6 feet. The areas below wetlands are submerged lands.

**WINTERIZE:** A broad term used to describe tasks associated with preparing the landscape for the extremes of winter. Typically, this term refers to the required purging of the subterranean water lines of

an irrigation system to avoid freezing, but it could include other activities, such as mulching beds and withholding fertilizer.

**WOOD PRESERVATIVE:** A chemical used to prevent or retard the decay of wood, especially by fungi or insects.

**WORK IN PROCESS:** The cost of partially completed products manufactured or processed. An example would be a partially completed printing job. Also known as Work in Progress.

**WORK ORDER:** A written order, authorizing and directing a certain task to be performed, that is, issued to the person who will direct the work. Among the items of information shown on the order are the nature and location of the job, specifications of the work to be performed, and a job number that is referred to in reporting the amount of labor, materials, and overhead.

**WORK ORDER SYSTEM:** A system of initiating and prioritizing maintenance tasks in which precise instructions for commencement of work, cost control elements, and the feedback mechanism for department record keeping are present.

**WORKING CAPITAL:** Current fund cash, or current fund assets converted to cash, that will be used to liquidate current fund liabilities in a normal operating cycle: typically one year.

**WORKSTATION:** Any type of space designated for occupant usage (either open or enclosed area) where an occupant can be seated.

## Z

**ZBB:** Zero-based budget.

**ZONE MAINTENANCE:** The routine assignment of the same crew, comprising the same people and supervision, to the same specific area of a site, such as a park, campus, or portion of campus, for which they have the responsibility to perform all maintenance in its zone.

**ZONING, AESTHETIC:** The regulation of property by zoning in the interest of beauty.