

Chapter 3

Deferred Maintenance Backlog Reduction Plans

3.1 MAINTENANCE BACKLOG REDUCTION PLANS

To meet the requirements of [RCW 43.88.030](#) (5)(d), agencies must include in their capital budget “a prioritized list of specific facility deficiencies and capital projects to address the deficiencies for each agency, cost estimates for each project, a schedule for completing projects over a reasonable period of time, and identification of normal maintenance activities to reduce future backlogs.”

Purpose of the backlog plan

Deferred maintenance backlog reduction plans have several goals, including:

- ◆ Promoting proper preservation of state facilities.
- ◆ Ensuring maintenance is not reduced during periods of decreasing resources.
- ◆ Identifying and prioritizing maintenance to best use resources.
- ◆ Decreasing deferral of maintenance so capital renewal is not required to restore a facility to its service delivery condition.
- ◆ Establishing quality standards for maintenance appropriate for the agency and the facility’s intended use.

Plan contents

The plan must include:

- ◆ Prioritized list of specific facility deficiencies and capital projects to address the deficiencies.
- ◆ Cost estimates for each project.
- ◆ Schedule for completing projects over a reasonable period of time.
- ◆ Identification of normal maintenance activities to reduce future backlogs.
- ◆ Identification of operating budget resources available to complete all the identified activities.

Prioritization process

Agencies must develop prioritization criteria that reflect agency needs. These criteria must be clearly identified in the plan.

3.2 FACILITY ASSESSMENTS

Agencies should conduct formal facility assessments or audits to provide a framework for developing a long-term plan to meet their deferred facility and infrastructure needs. These assessments should assist agencies in responding to the facility inventory request due to OFM in September. A comprehensive approach includes the following activities:

- ◆ Identifying facility or infrastructure deficiencies in a manner that is updated and consistent over time.
- ◆ Ranking facility and infrastructure preservation needs according to physical condition and performance.
- ◆ Identifying facilities or systems that should be abandoned.
- ◆ Defining specific capital preservation projects ranked in priority order that reduce the amount of deferred preservation.
- ◆ Developing cost estimates for these capital preservation projects.
- ◆ Preparing a schedule for completing projects in a reasonable period of time.
- ◆ Identifying revenue sources and timing of expenditures that are dedicated to deferred maintenance backlog reduction.
- ◆ Specifying appropriate ongoing maintenance activities funded in the operating budget that keep facilities and systems at acceptable levels of performance.