



OREGON DEPARTMENT OF FISH & WILDLIFE POLICY

Administrative Services Division

Title: Real Property Management	Program: Real Property
Supersedes: N/A	
Applicability: All management service, executive service, classified represented and temporary employees, and all contract service providers. Applicable to all real property assets owned, leased, or managed by ODFW. Applicable to all investments in real property assets.	
Reference: ORS 276.227	
Effective Date: 3/15/2023	Approved:

I. PURPOSE

The purpose of this policy is to describe identification, inventory, management, condition assessment and maintenance of ODFW’S real property portfolio.

II. DEFINITIONS

Capital Improvement - the addition of a permanent structural change or the restoration of some aspect of a property that will either enhance the property's overall value, prolong its useful life, or adapt it to new uses.

Capital Renewal - a planned investment that ensures that facilities will function at levels commensurate with the program priorities and missions of the agency. Included are major building and infrastructure systems and components that have a maintenance cycle in excess of one year. Capital renewal and major maintenance or major repairs and replacements (R & R) are synonymous.

Component Renewal - maintenance activities that involve the planned replacement of the large components of an asset at the end of their useful life.

Constructed Real Property - refers to any stand-alone, fixed asset with a replacement value of \$5,000 or more.

Corrective Maintenance – unscheduled maintenance or repairs to correct deficiencies within a 12-month period from which they occur. %

Custodial Maintenance – activities associated with general day-to-day care and cleaning operations necessary to operate an asset, installation, or program. Examples include

housekeeping duties, such as cleaning restrooms, waxing floors, vacuuming, and cleaning windows; controlling rodents and pests; mowing lawns, roadsides, and levees; cleaning hatchery raceways; removing beaver dams from water control structures; and grading roads and levees.

Deferred Maintenance - corrective maintenance that has been delayed for at least 12 months.

Emergency Maintenance - unforeseen repair activities to correct an immediate, unpredicted need to prevent injury, loss of property, contamination releases, or to return an asset to the Department.

Facility- real property consisting of one or more of the following: structures, improvements, equipment, infrastructure, or other major assets (including land) provided for a particular purpose and with a useful life of at least 10 years.

Infrastructure – the basic physical and organizational structures and facilities (e.g., buildings, roads, dams, etc.) needed for the operation of a facility.

Inventory - a complete list and record of constructed real property assets that ODFW owns, manages, or leases.

Maintenance - all activities required to preserve real property assets so that they may be used for their designated purpose over their useful life. Includes categories of component renewal and preventative, recurring, corrective, emergency, and deferred maintenance.

Operational Upkeep - facility management activities not included in capital improvement or regular facility maintenance. Activities include custodial maintenance, trash removal, snow and ice removal, and inspections or assessments.

Operations - activities performed on a recurring basis throughout the year to meet routine, daily, or ongoing mission needs.

Preventative Maintenance - routine maintenance, servicing, inspections, adjustments, and repair or replacement of parts that result in fewer breakdowns, failures, and premature replacement and extends the expected life of constructed assets and components.

Real Property – includes land, water, water rights attached to the property, associated easements of every nature, and all appurtenances (equipment, fixtures, fencing, infrastructure, etc.) to the land.

Recurring Maintenance - activities that we perform on a periodic and scheduled cycle.

III. POLICY

1. Real Property Inventory

It is ODFW's policy to establish and maintain an inventory of real property owned, managed, or leased by the department. The inventory shall include descriptive and technical information and

attributes sufficient to support understanding of the asset's nature, value, location, condition, use, and relative importance to the agency's mission.

ODFW's real property inventory will be maintained and stored in the agency's current asset management system. !

2. Managing Grant Funded Real Property

ODFW will ensure that real property acquired with grant funds will serve the purpose for which it was acquired throughout its useful life from the time of acquisition to transfer or disposal of the real property.

3. Assessing Facility Condition

ODFW will assess the condition of constructed real property assets through annual Facility Condition Assessments (FCAs). FCAs for each facility will be conducted via the ODFW Deferred Maintenance (DM) Parametric Estimating Method, which utilizes a rapid visual assessment of nine systems/categories.

The results of these annual condition assessments will be stored in the agency's asset management system.

4. Maintaining Facilities

It is ODFW's policy to maintain facilities by completing operational upkeep as well as preventative and recurring maintenance, to ensure that facilities are maintained in good repair, that they are kept in alignment with and suitable for their intended use, and their useful lives are maximized. Each facility should follow a maintenance and management plan appropriate to the use and useful life of the facility.

The Department will prioritize facility maintenance activities in the following order:

1. Health, life, and safety issues,
2. Structural concerns, and
3. Cosmetic upgrades.