

BOARD OF HIGHER EDUCATION

REQUEST FOR BOARD ACTION

Motion: BHE 23-XX

MEETING DATE: February 14, 2023

**APPROVAL OF FISCAL YEAR 2024 RENT SCHEDULE AND OPERATING BUDGETS
MASSACHUSETTS STATE COLLEGE BUILDING AUTHORITY**

MOVED: The Board of Higher Education hereby approves the attached Fiscal Year 2024 Schedule of Proposed Rents and Operating Budget for the Authority and State University Residence Halls, effective July 1, 2023, provided that any increase in the rent schedule shall be subject to the approval of the Board of Higher Education.

Authority: Massachusetts General Laws Chapter 73 App., Section 1-9 as amended and the *Contract for Financial Assistance, Management and Services*, dated February 1, 2003, made between the Commonwealth of Massachusetts, acting by and through the Board of Higher Education and the Massachusetts State College Building Authority.

Contact: Joe Wallerstein, Deputy Commissioner of Administration & Finance

MASSACHUSETTS STATE COLLEGE BUILDING AUTHORITY

CERTIFICATE OF VOTE

I, Michael Fallon, Chairman of the Massachusetts State college building authority (the "Authority"), a body politic and corporate created by Chapter 703 of the Acts of 1963 of the Commonwealth of Massachusetts, hereby certify that the following is a true copy of the vote taken at a meeting of the Members of the Authority in accordance with the bylaws of the Authority, which meeting was held January 19, 2023 at 4:00 pm.

A quorum being present, upon motion duly made and seconded, it was:

VOTED: The Massachusetts State College Building Authority (the "Authority") hereby approves the Schedule of Proposed Rents and Operating Budget for the Authority and State University Residence Halls for Fiscal Year 2024, attached hereto, and authorizes Janet L. Chrisos, Executive Director, to transmit the schedule in substantially the same form to the Commonwealth's Board of Higher Education.

By:


Michael Fallon (Jan 21, 2023 17:27 EST)

Michael Fallon
Chairman

Dated: January 19, 2023

VOTE OF THE
MASSACHUSETTS STATE COLLEGE BUILDING AUTHORITY
APPROVING

**THE FISCAL YEAR 2024
SCHEDULE OF PROPOSED RENTS AND OPERATING BUDGET
FOR THE AUTHORITY AND STATE UNIVERSITY RESIDENCE HALLS**

VOTED:

The Massachusetts State College Building Authority (the "Authority")
Hereby approves the Schedule of Proposed Rents and Operating Budget for the
Authority and State University Residence Hall for Fiscal Year 2024, attached hereto,
and authorizes Janet L. Chrisos, Executive Director, to transmit the schedule in
substantially the same form to the Commonwealth's Board of Higher Education.

Approved in Public Meeting of the Authority
January 19, 2023

ATTACHMENT 10 - FY2024 Schedule of Proposed Rents and Operating Budget Vote 2023-01-19

Final Audit Report

2023-01-21

Created:	2023-01-20
By:	Jadea Simmons (jsimmons@mscba.org)
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"ATTACHMENT 10 - FY2024 Schedule of Proposed Rents and Operating Budget Vote 2023-01-19" History

-  Document created by Jadea Simmons (jsimmons@mscba.org)
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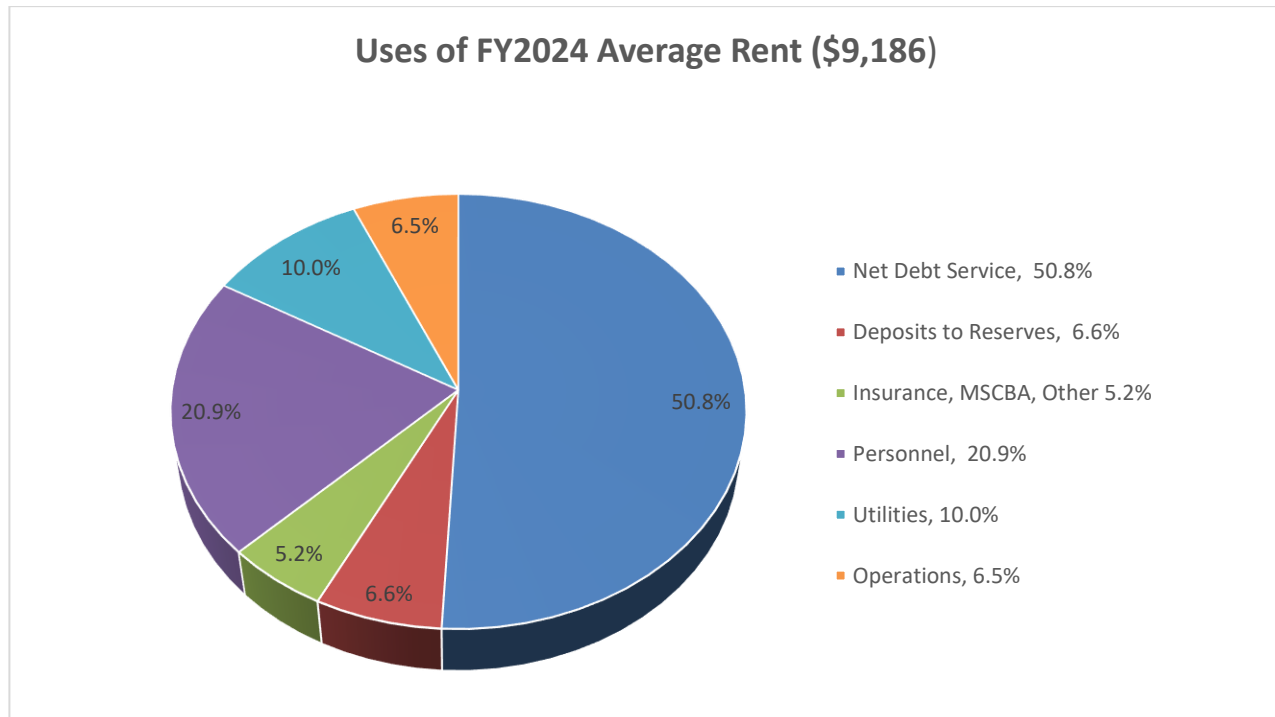
FISCAL YEAR 2024
SCHEDULE OF PROPOSED RENTS AND OPERATING BUDGET
FOR THE AUTHORITY AND STATE UNIVERSITY RESIDENCE HALLS

In accordance with the provisions of the Contract for Financial Assistance, Management and Services and pursuant to Section 1-9 of Ch. 703 of the Acts of 1963 as amended, the Massachusetts State College Building Authority hereby submits its Fiscal Year 2024 Schedule of Proposed Rents and Operating Budget for the Authority and State University Residence Halls. The Authority hereby informs the Board of Higher Education that the proposed rents produce revenue sufficient to pay Authority expenses, including maintenance, repair, operations, debt service, reserves, and administration, and recommend approval accordingly.

Fiscal Year 2024 Rent Recommendations

Student rents fund costs of operating the residence halls (salaries, utilities, and repairs) as well as the Authority's residence hall debt service, insurance premiums, deposits to capital improvement reserves, and Authority operating costs. The Authority receives no Commonwealth appropriations for these costs.

The recommended schedule of residence hall rents (Schedule 4) averages \$9,186 in FY2024. The following chart illustrates the uses of the average rent:



This rent recommendation represents a 2.3% increase over FY2023 approved average rent. The table below displays the recent history of average rent increases.

Average Rent Increase on Existing Beds

2006/2007	2008/2009	2010/2011	2012/2013	2014/2015	2016/2017	2018/2019	2020/2021	2021/2022	2022/2023	2023/2024
6.2%	6.0%	3.5%	2.3%	2.1%	3.8%	3.2%	3.1%	1.4%	2.4%	2.3%

Schedules and Attachments

This Schedule of Proposed Rents and Operating Budget is supported by the following schedules:

Schedule 1: Authority Comprehensive Budget – This schedule shows sources of Authority-held revenues derived from State University assessments and other sources and the uses of such funds, including the Authority's operations, debt service payments, and deposits to reserves.

Schedule 2: Authority Operating Budget – This schedule, a subset of Schedule 1, shows the detail of the Authority's FY2023 actual spending through December 31, 2022, and proposed FY2024 operating budget.

Schedule 3: Residence Hall Trust Fund Budget – This schedule is the consolidated residence hall operating budgets, including actual results for FY2021, updated results for FY2022, updated budget for FY2023, and proposed FY2024 budget. Revenues are collected directly by the universities and consist primarily of student rents. Expenditures for residence hall operating expenses and other costs are paid directly by the universities. Schedule 3 includes expenditures for debt service, insurance, MSCBA operations, and deposits to reserves that are assessed by and remitted to the Authority. The schedule also includes beginning and ending residence hall trust fund balances.

Schedule 4: Residence Halls Room Rents – This schedule shows the fall 2022 design occupancy for each residence hall, the FY2023 approved rents for each room configuration, and the proposed rents for FY2024.

Schedule 5: Student Life Project Gross Debt Service Assessments – This schedule shows the gross debt service for Student Life projects. Student Life projects are primarily assessed for debt service. Contributions for capital reserves and insurance premiums are also assessed where applicable.

Schedule 6: Residence Hall Occupancy Rates – This schedule shows the actual residence hall occupancy data for each of the nine state universities for the four most recent fiscal years.

In addition, there are two attachments.

Attachment 1: Residence Hall Policies, Fiscal Year 2024 includes the policy guidelines promulgated by the Authority for the benefit of the residence hall life functions of each state university.

Attachment 2: Residence Hall Preventive Maintenance Guide is the Authority's recommended approach to maintaining and improving the operational efficiency of the residence halls.

Massachusetts State College Building Authority
Schedule 1: Comprehensive Operating Budget

Authority assessments and other Authority held revenues against Authority operations (Schedule 2), debt service, and deposits to reserves (Schedules 3 and 5).

Revenues and expenditures/deposits to reserves for fiscal year 2024 are projected to be balanced at \$105.2 million.

	FY21 Actual	FY22 Update	FY23 Update	FY24 Proposed	FY24/23 Variance (\$)	FY24/23 Variance (%)
REVENUES						
Assessment Revenues	55,640,227	85,422,663	\$113,358,901	\$112,738,352	-\$620,549	(0.5%)
Residence - Gross DS & Other	46,129,653	68,423,109	88,229,855	87,315,901	(913,954)	(1.0%)
Student Life Gross DS & Other	9,510,574	16,999,554	25,129,046	25,422,451	293,405	1.2%
Debt Service Credits	(\$20,631,484)	(\$8,608,874)	(\$12,570,106)	(\$7,907,173)	\$4,662,934	(37.1%)
DSRF Interest Earnings and Corpus Releases	(18,108,689)	(6,240,000)	(10,364,199)	(6,026,664)	4,337,535	(41.9%)
Build America Bonds Subsidy	(2,386,524)	(1,999,325)	(1,966,403)	(1,880,509)	85,894	(4.4%)
Capitalized Interest and Other	(136,271)	(369,549)	(239,505)	-	239,505	(100.0%)
Net Assessment Revenues	\$35,008,743	\$76,813,789	\$100,788,795	\$104,831,180	\$4,042,384	4.0%
Other Revenues	-	2,500,000	1,700,000	409,414	-\$1,290,586	(75.9%)
DSRF Interest Earnings for Supplemental System CIR Deposits	-	2,500,000	1,700,000	409,414	(1,290,586)	(75.9%)
TOTAL REVENUES	\$35,008,743	\$79,313,789	\$102,488,795	\$105,240,594	\$2,751,799	2.7%
EXPENDITURES & DEPOSITS TO RESERVES						
Operating Expenses	\$3,529,540	\$3,800,517	\$3,893,489	\$4,222,845	\$329,356	8.5%
Authority Operating Budget (excl. Capital*)	2,025,944	2,240,031	2,258,414	2,364,182	105,768	4.7%
Property and Liability Insurance	1,503,596	1,560,486	1,635,074	1,858,663	223,588	13.7%
Net Debt Service & Deposits to Reserves	\$31,915,147	\$75,730,471	\$98,652,043	\$101,017,749	\$2,365,706	2.4%
Net Debt Service Due	27,472,770	64,512,591	87,382,966	90,260,980	2,878,014	3.3%
System Capital Improvement Reserve	2,758,617	4,473,550	4,835,426	5,026,108	190,681	3.9%
Supplemental System Capital Improvement Reserve	-	2,500,000	1,700,000	409,414	(1,290,586)	(75.9%)
Campus Project Capital Reserve	1,683,760	2,844,330	3,333,650	3,921,246	587,596	17.6%
Multipurpose Reserve	-	400,000	400,000	400,000	-	0.0%
Supplemental Reserve	-	1,000,000	1,000,000	1,000,000	-	0.0%
TOTAL EXPENDITURES & DEPOSITS TO RESERVES	\$35,444,687	\$79,530,988	\$102,545,532	\$105,240,594	\$2,695,062	2.6%
Revenues Minus Expenditures & Reserves	(\$435,944)	(\$217,199)	(\$56,737)	\$0	\$56,737	(100.0%)
<i>Change/Revenues</i>	-1.25%	-0.28%	-0.06%	0.00%		
<i>Debt Service/Expenditures & Reserves</i>	77.5%	81.1%	85.2%	85.8%		
<i>*Management Fee Transfers for PM Salary & Expense</i>	\$411,130	\$650,243	\$622,514	\$687,009	\$64,495	10.4%

Massachusetts State College Building Authority
Schedule 2: Authority Operating Budget FY24 Recommendation

A subset of "Schedule 1" which shows detail of Authority salary and other operating expenditures.

In fiscal 2024 the budget is projected to be \$3.05 million, inclusive of capital spending, a 8% increase from the fiscal year 2023 approved budget.

		FY21 Actual Final	FY22 Approved	FY22 Update	Variance	FY23 Approved	Spending Thru 12/31/2022	% Spending Thru 12/31/2022	FY23 Projected Spending	FY23 Projected Over / (Under)	% Change	FY24 Recommendation	FY24 \$ Change	FY24 % Change
CATEGORY														
	Authority Operating Salary	1,305,306	1,159,583	1,299,384	139,801	1,315,818	659,385	50%	1,352,354	36,536	3%	1,405,042	89,224	7%
AA	Salary & Taxes	1,192,859	1,046,270	1,167,408	121,138	1,199,106	586,414	49%	1,211,245.20	12,140	1%	1,292,848	93,742	8%
BB	Medical & Dental Insurance	84,671	83,313	93,903	10,591	85,812	60,811	71%	100,515	14,703	17%	112,194	26,382	31%
CC	Retiree Health Insurance	27,776	30,000	38,072	8,072	30,900	12,160	39%	40,594	9,694	31%	-	(30,900)	-100%
	Consultants	172,720	218,460	276,164	57,704	225,000	138,237	61%	300,084	75,084	33%	303,000	78,000	35%
DD	Consultant Services	30,695	48,500	98,059	49,559	50,000	73,153	146%	100,000	50,000	100%	75,000	25,000	50%
EE	Contract Services	83,025	99,960	113,309	13,349	100,000	65,084	65%	125,084	25,084	25%	148,000	48,000	48%
FF	Trustee Services	59,000	70,000	64,796	(5,204)	75,000	-	0%	75,000	-	0%	80,000	5,000	7%
	Legal & Accounting	163,841	195,000	267,918	72,918	200,000	84,628	42%	205,000	5,000	3%	210,000	10,000	5%
GG	Legal Services	64,263	85,000	150,448	65,448	85,000	48,545	57%	85,000	-	0%	90,000	5,000	6%
HH	Accounting Services	99,578	110,000	117,470	7,470	115,000	36,084	31%	120,000	5,000	4%	120,000	5,000	4%
	Occupancy Expense	288,897	302,000	294,385	-7,615	311,060	175,692	56%	305,348	-5,712	-2%	314,139	3,079	1%
II	Rent & Utilities	288,897	302,000	294,385	(7,615)	311,060	175,692	56%	305,348	(5,712)	-2%	314,139	3,079	1%
II	Moving Costs - Physical +IT													
	Authority Administrative Expense	95,180	149,800	102,182	-47,618	149,800	55,701	37%	95,629	-54,171	-36%	132,000	-17,800	-12%
JJ	Authority Expense	29,996	56,000	49,632	(6,368)	56,000	34,781	62%	52,781	(3,219)	-6%	60,000	4,000	7%
KK	Software	21,890	35,000	18,155	(16,845)	35,000	3,551	10%	10,000	(25,000)	-71%	30,000	(5,000)	-14%
LL	Office Supplies	5,110	6,000	3,414	(2,586)	6,000	1,823	30%	4,000	(2,000)	-33%	6,000	-	0%
MM	Subscription & Publication Fees	5,993	4,000	152	(3,849)	4,000	102	3%	2,000	(2,000)	-50%	4,000	-	0%
NN	Telephone & Data Services	26,013	38,800	29,022	(9,778)	38,800	10,348	27%	19,348	(19,452)	-50%	22,000	(16,800)	-43%
OO	Office Equipment (computer/furniture)	6,178	10,000	1,808	(8,192)	10,000	5,097	51%	7,500	(2,500)	-25%	10,000	-	0%
	Authority Capital Salary	411,130	650,243	650,243	0	619,120	245,757	40%	622,514	3,394	1%	687,009	67,889	11%
PP	Salary & Taxes	383,565	616,097	616,097	0	583,949	226,484	39%	582,152	(1,797)	0%	641,208	57,259	10%
QQ	Medical & Dental Insurance	27,566	34,146	34,146	(0)	35,170	19,273	55%	40,362	5,191	15%	45,801	10,630	30%
	Operating Budget Inclusive of Capital Funds	2,437,075	2,675,086	2,890,274	215,189	2,820,797	1,359,401	48%	2,880,928	60,131	2%	3,051,190	230,393	8%
	Operating Budget Exclusive of Capital Funds	2,025,944	2,024,843	2,240,031	215,188	2,201,678	1,113,644	51%	2,258,414	56,737	3%	2,364,182	162,504	7%

Massachusetts State College Building Authority
Schedule 3: Aggregate Residence Halls Budget

Consolidated residence hall annual operating budgets. Revenues are collected directly by the universities and consist primarily of student rents. Building operating expenditures and other operating costs are paid directly by the universities. Expenditures for debt service, MSCBA operating, insurance, and deposits to reserves are typically assessed by and remitted to the Authority.

Revenues, including federal aid applied to the RHTFs, for fiscal year 2024 are projected to be \$123.5 million and total expenditures at \$132.0 million, yielding a potential ending fund balance of \$22.6 million, dependent on the outcome of the FY23 actuals. The ending Residence Hall Trust Fund balance is projected to be 17.5% of prior year expenditures.

	FY21 Actual (\$)	FY22 Update (\$)	FY23 Update (\$)	FY24 Proposed (\$)	FY24/23 Variance (\$)	FY24/23 Variance (%)
OPENING FUND BALANCE a/o JULY 1 (RHTF)	\$7,950,054	\$17,906,830	\$38,082,946	\$31,132,051	(\$6,950,895)	-18.3%
REVENUES						
Academic Year Revenue (net of grants)	58,894,062	104,443,747	109,817,910	115,068,042	5,250,133	4.8%
Summer Rental and Conference	327,792	836,570	1,952,166	2,180,271	228,105	11.7%
University Support for Projects	715,000	675,000	715,000	565,000	(150,000)	-21.0%
Other Income	6,055,974	21,523,515	8,841,590	6,403,619	(2,437,971)	-27.6%
Housing Grants	(3,728,921)	(4,000,952)	(4,117,783)	(4,158,307)	(40,524)	1.0%
Federal Aid to Support the Operating Reserve	17,310,546	-	-	-	-	-
University Support for the Operating Reserve	4,368,825	2,414,859	5,525,087	3,485,632	(2,039,455)	-36.9%
TOTAL REVENUES	\$83,943,278	\$125,892,739	\$122,733,970	\$123,544,257	\$810,288	0.7%
EXPENDITURES						
Building Expenses	\$42,498,472	\$42,887,934	\$47,022,695	\$50,402,363	\$3,379,668	7.2%
Salary & Benefits	22,777,898	23,212,443	26,379,935	27,556,208	1,176,273	4.5%
Operations & Maintenance	7,881,956	7,741,953	8,155,748	8,611,474	455,726	5.6%
Energy/Sewer & Water	10,173,319	11,107,406	11,615,382	13,162,859	1,547,476	13.3%
Administrative & Technology	1,665,299	826,132	871,630	1,071,822	200,192	23.0%
MSCBA Residence Hall Assessments	\$29,280,274	61,675,412	77,345,247	81,040,830	\$3,695,584	4.8%
Other Costs	\$2,207,757	1,153,277	5,316,923	648,400	(\$4,668,523)	-87.8%
Housing Grant Program	808,170	-	-	-	-	-
Other Disbursements	1,399,587	1,153,277	5,316,923	648,400	(4,668,523)	-87.8%
TOTAL EXPENDITURES	\$73,986,502	\$105,716,623	\$129,684,865	\$132,091,593	\$2,406,728	1.9%
Change in Net Position	\$9,956,775	\$20,176,116	(\$6,950,895)	(\$8,547,336)	(\$1,596,441)	23.0%
ENDING FUND BALANCE a/o June 30 (RHTF)	\$17,906,830	\$38,082,946	\$31,132,051	\$22,584,715	(\$8,547,336)	-27.5%
<i>Fund Balance / Prior Year Expenditures</i>	13.6%	51.5%	29.4%	17.4%		
DESIGN OCCUPANCY TOTAL	17,001	16,900	16,546	16,616	70	0.4%
System Beds (built prior to CY 2000)	10,249	10,163	9,809	9,809	-	0.0%
Campus Beds (built in or after CY 2000)	6,752	6,737	6,737	6,807	70	1.0%

Massachusetts State College Building Authority
Schedule 4: Residence Halls Room Rents

Certified Fall 2022 design occupancy and proposed rents for fiscal year 2024 for both "system" and "campus" beds. Reflects base room rent for the Residence Hall Trust Fund. Auxiliary and other fees not shown.

	Fall 2022 Design Occupancy	FY23 Approved Rent (\$)	FY24 Proposed Rent (\$)
<u>Bridgewater State</u>	<u>3,298</u>		
Great Hill - RA	3		10,400
Great Hill - Singles	195	10,070	10,400
Miles-Dinardo - RA	12		8,767
Miles-Dinardo - Medical Singles	5	8,660	8,767
Miles-Dinardo - Singles	8	9,100	9,282
Miles-Dinardo - Doubles	369	8,660	8,767
Pope - RA	9		8,301
Pope - Medical Singles	3	8,160	8,301
Pope - Singles	2	8,640	8,894
Pope - Doubles	172	8,160	8,301
Scott - RA	8		8,301
Scott - Medical Singles	1	8,160	8,301
Scott - Singles	2	8,640	8,894
Scott - Doubles	141	8,160	8,301
Shea/Durgin - RA	20		8,301
Shea/Durgin - Singles	2	8,640	8,894
Shea/Durgin - Doubles	638	8,160	8,301
Woodward - RA	6		8,301
Woodward - Doubles as Singles	0		
Woodward - Doubles	225	8,140	8,301
SUBTOTAL - SYSTEM	<u>1,821</u>		
Stonehouse (East) Hall - RA	7		8,960
Stonehouse (East) Hall - Medical Singles	9	8,960	9,050
Stonehouse (East) Hall - Singles	148	9,970	10,249
Stonehouse (East) Hall - Doubles	136	8,960	9,050
Crimson Hall - RA	7		9,360
Crimson Hall - Medical Singles	3	9,360	9,221
Crimson Hall - Singles	90	10,480	10,475
Crimson Hall - Doubles	308	9,360	9,221
Pope & Scott Addition - Medical Singles	0	8,160	8,301
Pope & Scott Addition - Doubles	269	8,160	8,301
Weygand Hall - RA	12		9,360
Weygand Hall - Medical Singles	7	9,360	9,413
Weygand Hall - Singles	89	10,480	10,691
Weygand Hall - Doubles	392	9,360	9,413
SUBTOTAL - CAMPUS	<u>1,477</u>		

Massachusetts State College Building Authority
Schedule 4: Residence Halls Room Rents

Certified Fall 2022 design occupancy and proposed rents for fiscal year 2024 for both "system" and "campus" beds. Reflects base room rent for the Residence Hall Trust Fund. Auxiliary and other fees not shown.

	Fall 2022 Design Occupancy	FY23 Update Rent	FY24 Proposed Rent (\$)
<u>Fitchburg State</u>	<u>1,705</u>		
Apartments - RA	3		9,800
Apartments - Singles	186	9,800	9,800
Aubuchon Suites - RA	10		7,620
Aubuchon Suites - Premium Singles (Doubles as Singles)	0	9,534	9,534
Aubuchon Suites - Doubles	315	7,620	7,620
Herlihy - RA	4		6,998
Herlihy - Singles	3	8,404	8,404
Herlihy - Designed Premium Singles	1	8,918	8,918
Herlihy - Premium Singles (Doubles as Singles)	8	8,890	8,890
Herlihy - Doubles and Triples as Singles	0	8,404	8,404
Herlihy - Doubles	114	6,998	6,998
Herlihy - Triples	24	6,998	6,998
Mara - RA	9		7,620
Mara - Singles	3	8,918	8,918
Mara - Premium Singles (Doubles as Singles)	0	9,534	9,534
Mara - Doubles	316	7,620	7,620
Mara 1-2 A/C Standard Double	0		7,992
Mara 1-2 A/C Designed Single	0		9,296
Mara 1-2 A/C Premium Single	0		10,218
Russell - RA	12		6,998
Russell - Singles	14	8,404	8,404
Russell - Single Suites	12	8,918	8,918
Russell - Designed Premium Single w/ Bath	9	8,900	8,900
Russell - Doubles & Triples as Singles	0	8,404	8,404
Russell - Doubles	244	6,998	6,998
Russell - Double Suites	110	7,620	7,620
Russell - Triples	34	6,998	6,998
Russell - Triple Suites	10	7,620	7,620
	<u>1,441</u>		
SUBTOTAL - SYSTEM			
Cedar Street House - RA	1		9,240
Cedar Street House - Singles	27	9,240	9,240
Mara Village Expansion - RA	2		7,992
Mara Village Expansion - Singles	2	9,296	9,296
Mara Village Expansion - Premium Singles (Doubles as Singles)	0	10,218	10,218
Mara Village Expansion - Doubles	100	7,992	7,992
Simonds Hall - Singles	132	9,800	9,800
Simonds Hall - Designed Premium Singles	0	10,484	10,484
	<u>264</u>		
SUBTOTAL - CAMPUS			

Massachusetts State College Building Authority
Schedule 4: Residence Halls Room Rents

Certified Fall 2022 design occupancy and proposed rents for fiscal year 2024 for both "system" and "campus" beds. Reflects base room rent for the Residence Hall Trust Fund. Auxiliary and other fees not shown.

	Fall 2022 Design Occupancy	FY23 Update Rent	FY24 Proposed Rent (\$)
<u>Framingham State</u>	<u>1,972</u>		
Corinne - RA	16	8,040	8,280
Corinne - Singles	32	8,860	9,100
Corinne - Premium Singles (Doubles as Singles)	34	11,040	11,280
Corinne - Doubles as Singles	0		
Corinne - Doubles	422	8,040	8,280
Horace Mann - RA	3	8,040	8,280
Horace Mann - Singles	98	8,860	9,100
Horace Mann - Premium Singles (Doubles as Singles)	0	11,040	11,280
Horace Mann - Doubles as Singles	0		
Horace Mann - Doubles	6	8,040	8,280
Horace Mann - Jr. Suite Singles	4	9,360	9,600
Horace Mann - Jr. Suite Premium Singles (Doubles as Singles)	0	11,540	11,780
Horace Mann - Jr. Suite Doubles as Singles	0		
Horace Mann - Jr. Suite Doubles	8	8,540	8,780
Larned - RA	10	8,040	8,280
Larned - Premium Singles (Doubles as Singles)	0	11,040	11,280
Larned - Doubles/Triples/Quads as Singles	0	8,040	
Larned - Doubles	306	8,040	8,280
Larned - Triples	30	8,040	8,280
Larned - Quads	16	8,040	8,280
Linsley- RA	5	8,040	8,280
Linsley - Singles	2	9,140	9,380
Linsley - Premium Singles (Doubles as Singles)	0	11,540	11,780
Linsley - Doubles	70	8,540	8,780
Linsley - Suites Premium Singles (Doubles as Singles)	0	12,540	12,780
Linsley - Suites Doubles	80	9,540	9,780
Peirce - RA	3	8,260	8,500
Peirce - Singles	87	8,860	9,100
Peirce - Premium Singles (Doubles as Singles)	0	11,040	11,280
Peirce - Doubles as Singles	0		
Peirce - Doubles	14	8,040	8,280
SUBTOTAL - SYSTEM	<u>1,246</u>		
Mary Miles Bibb Hall - RA	10	8,640	8,880
Mary Miles Bibb Hall - Singles	16	10,640	10,880
Mary Miles Bibb Hall - Suite Singles	0	10,640	10,880
Mary Miles Bibb Hall - Suite Premium Singles (Doubles as Singles)	0	13,640	13,880
Mary Miles Bibb Hall - Suite Doubles as Singles	0		
Mary Miles Bibb Hall - Suite Doubles	184	10,640	10,880
Mary Miles Bibb Hall - Conjoined Premium Singles (Doubles as Singles)	0	12,640	12,880
Mary Miles Bibb Hall - Conjoined Doubles as Singles	0	9,640	9,880
Mary Miles Bibb Hall - Conjoined Doubles	200	9,640	9,880
West Hall - RA	9	8,640	8,880
West Hall - Singles	35	10,640	10,880
West Hall - Premium Singles (Doubles as Singles)	0	12,640	12,880
West Hall - Doubles as Singles	0	9,640	
West Hall - Doubles	272	9,640	9,880
SUBTOTAL - CAMPUS	<u>726</u>		

Massachusetts State College Building Authority
Schedule 4: Residence Halls Room Rents

Certified Fall 2022 design occupancy and proposed rents for fiscal year 2024 for both "system" and "campus" beds. Reflects base room rent for the Residence Hall Trust Fund. Auxiliary and other fees not shown.

	Fall 2022 Design Occupancy	FY23 Update Rent	FY24 Proposed Rent (\$)
<u>Mass College of Art & Design</u>	<u>919</u>		
Smith - RA	4	11,970	12,330
Smith - Singles	8	11,970	12,330
Smith - Build-up Singles as Doubles	0	9,930	10,230
Smith - Doubles as Singles (COVID)	0	10,530	10,850
Smith - Doubles	96	10,530	10,850
Smith - COVID Doubles as Singles Charged as Singles (COVID)	0	11,970	12,330
Smith - COVID Doubles as Singles Charged as Doubles (COVID)	0	10,530	10,850
Smith - Build-up Doubles as Triples	0	9,490	9,780
Smith - Kitchen Singles	2	12,240	12,610
Smith - Kitchen Doubles as Singles Charged as Singles (COVID)	0	11,420	11,770
Smith - Kitchen Doubles as Singles Charged as Doubles (COVID)	0	11,420	11,770
Smith - Kitchen Doubles	6	11,420	11,770
Smith - Build-up Kitchen Doubles as Triples	0	10,530	10,850
	<u>116</u>		
SUBTOTAL - SYSTEM			
Artists' Residence - RA	8	14,710	15,150
Artists' Residence - Singles	166	14,710	15,150
Artists' Residence - Singles as Doubles (Build-Up)	0	11,370	11,710
Artists' Residence - Doubles as Singles (COVID)	0	13,120	13,510
Artists' Residence - Doubles	136	13,120	13,510
Artists' Residence - Doubles as Triples	0	10,830	11,160
COVID Doubles as Singles Charged as Singles	0	14,710	15,150
COVID Doubles as Singles Charged as Doubles	0	13,120	13,510
Treehouse - RA	10	14,710	15,150
Treehouse - Singles (incl. floors 11/12)	20	14,710	15,150
Treehouse - Doubles as Singles	0	13,120	13,510
Treehouse - COVID Doubles as Singles Charged as Singles	0	14,710	15,150
Treehouse - COVID Doubles as Singles Charged as Doubles	0	13,120	13,510
Treehouse - Doubles (incl. floors 11/12)	200	13,120	13,510
Treehouse - Triples (incl. floors 11/12)	60	10,830	11,160
Treehouse - COVID Triples as Singles Charged as Singles	0	14,710	15,150
Treehouse -Premium - Singles (contract - 2022) - Floors 4-10	21	14,611	15,050
Treehouse -Premium - Doubles (contract - 2022) - Floors 4-10	140	14,611	15,050
Treehouse -Premium - Triples (contract - 2022) - Floors 4-10	42	14,611	15,050
Treehouse -Premium Singles (Floors 11&12)	0	13,750	14,160
Treehouse -Premium Doubles (Floors 11&12)	0	13,750	14,160
Treehouse -Premium Triples (Floors 11&12)	0	13,750	14,160
Treehouse -Premium Singles (contract 2022) - Floors 11&12	0	14,611	15,050
Treehouse -Premium Doubles (contract 2022) - Floors 11&12	0	14,611	15,050
Treehouse -Premium Triples (contract 2022) - Floors 11&12	0	14,611	15,050
Premium - Standard Avg. (contract 1-yr. option) - Floors 11 & 12	0	13,750	14,160
	<u>803</u>		
SUBTOTAL - CAMPUS			

Massachusetts State College Building Authority
Schedule 4: Residence Halls Room Rents

Certified Fall 2022 design occupancy and proposed rents for fiscal year 2024 for both "system" and "campus" beds. Reflects base room rent for the Residence Hall Trust Fund. Auxiliary and other fees not shown.

	Fall 2022 Design Occupancy	FY23 Update Rent	FY24 Proposed Rent (\$)
<u>Mass College of Liberal Arts</u>	<u>1,026</u>		
Berkshire - RA	8	5,000	5,000
Berkshire - Standard Singles	0	7,700	8,800
Berkshire - Doubles as Singles	0	8,100	9,400
Berkshire - Doubles	304	7,300	8,200
Flagg Townhouses - RA	8	5,000	5,000
Flagg Townhouses- Standard Singles	0	8,000	9,400
Flagg Townhouses - Doubles as Singles	0	8,400	9,800
Flagg Townhouses - Doubles	460	7,600	8,800
Flagg Townhouses - Premium Doubles (Triples as Doubles)	0	8,000	9,400
Hoosac - RA	7	5,000	5,000
Hoosac - Standard Singles	0	7,700	8,800
Hoosac - Doubles as Singles	0	8,100	9,400
Hoosac - Doubles	239	7,300	8,200
	Fall 2022 Design Occupancy	FY23 Update Rent	FY24 Proposed Rent (\$)
<u>Mass Maritime Academy</u>	<u>1,506</u>		
Companies 1-6	SUBTOTAL - SYSTEM	1,032	8,410
Companies 1-2 Expansion	168	8,410	8,662
Beachmoor (will be replaced with New Capacity project)	72	8,410	8,662
Company 4 Build Over	234	8,410	8,662
	SUBTOTAL - CAMPUS	474	

Massachusetts State College Building Authority
Schedule 4: Residence Halls Room Rents

Certified Fall 2022 design occupancy and proposed rents for fiscal year 2024 for both "system" and "campus" beds. Reflects base room rent for the Residence Hall Trust Fund. Auxiliary and other fees not shown.

	Fall 2022 Design Occupancy	FY23 Update Rent	FY24 Proposed Rent (\$)
<u>Salem State</u>	<u>1,926</u>		
Bowditch - RA	9	9,271	11,589
Bowditch - Apartments	3		11,589
Bowditch - Premium Singles	0	9,271	11,589
Bowditch - Doubles as Singles	0	9,271	
Bowditch - Doubles	264	8,897	9,208
Peabody - RA	10	9,271	11,589
Peabody - Apartments	3		11,589
Peabody - Doubles	309	8,897	9,208
Peabody - Doubles as Singles	0	9,271	11,589
	<u>598</u>		
SUBTOTAL - SYSTEM			
Atlantic Hall - RA	9	12,013	12,433
Atlantic Hall - Singles	165	12,013	12,433
Atlantic Hall - Doubles as Singles	0	12,013	
Atlantic Hall - Doubles	278	11,183	11,574
Marsh Hall - RA	15	10,240	12,800
Marsh Hall - Apartments	5		12,800
Mash Hall - Doubles as Singles	0	10,240	12,800
Marsh Hall - Doubles and Triples	503	9,984	10,333
Viking Hall - RA	10	10,716	11,091
Viking Hall - Apartments	3		11,091
Viking Hall - Singles	8	10,716	11,091
Viking Hall - Doubles and Suite Doubles as Singles	0	10,716	
Viking Hall - Doubles	282	10,219	10,577
Viking Hall - Suite Doubles	38	10,465	10,832
Viking Hall - Suite Singles	12	10,716	11,091
	<u>1,328</u>		
SUBTOTAL - CAMPUS			

Massachusetts State College Building Authority
Schedule 4: Residence Halls Room Rents

Certified Fall 2022 design occupancy and proposed rents for fiscal year 2024 for both "system" and "campus" beds. Reflects base room rent for the Residence Hall Trust Fund. Auxiliary and other fees not shown.

	Fall 2022 Design Occupancy	FY23 Update Rent	FY24 Proposed Rent (\$)
<u>Westfield State</u>	<u>2,680</u>		
Apartments - RA	6	8,300	8,550
Apartments - Singles	90	8,800	8,750
Apartments - Deluxe Singles	0	10,300	10,550
Apartments - Doubles	168	8,300	8,550
Apartments - Triples	6	8,300	8,550
Courtney - RA	11	8,300	8,550
Courtney - Premium Singles	5	10,300	10,550
Courtney - Doubles	356	8,300	8,550
Courtney - Triples	96	8,300	8,550
Courtney - Quads	0	8,300	8,550
Davis - RA	8	8,300	8,550
Davis - Medical Singles	6	8,300	8,550
Davis - Premium Singles	0	10,300	10,550
Davis - Doubles	244	8,300	8,550
Davis - Triples	0	8,300	8,550
Davis - Quads	8	8,300	8,550
Dickinson - RA	8	8,300	8,550
Dickinson - Medical Singles	7	8,300	8,550
Dickinson - Premium Singles	0	10,300	10,550
Dickinson - Doubles	260	8,300	8,550
Dickinson - Triples	0		
Dickinson - Quads	0	8,300	8,550
Lammers - RA	8	8,300	8,550
Lammers - Medical Singles	6	8,300	8,550
Lammers - Premium Singles	0	10,300	10,550
Lammers - Doubles	264	8,300	8,550
Lammers - Triples	33	8,300	8,550
Scanlon - RA	10	8,300	8,550
Scanlon - Medical Singles	6	8,300	8,550
Scanlon - Doubles	66	8,300	8,550
Scanlon - Premium Doubles	0		
Scanlon - Triples	160	8,300	8,550
Scanlon - Quads	34	8,300	8,550
	<u>1,866</u>		
SUBTOTAL - SYSTEM			
 New Hall - RA	9	8,300	8,550
New Hall - Singles	160	8,800	8,750
New Hall - Doubles	234	8,300	8,550
University Hall - RA	9	8,300	8,550
University Hall - Singles	38	8,800	8,750
University Hall - Doubles	364	8,300	8,550
	<u>814</u>		
SUBTOTAL - CAMPUS			

Massachusetts State College Building Authority
Schedule 4: Residence Halls Room Rents

Certified Fall 2022 design occupancy and proposed rents for fiscal year 2024 for both "system" and "campus" beds. Reflects base room rent for the Residence Hall Trust Fund. Auxiliary and other fees not shown.

	Fall 2022 Design Occupancy	FY23 Update Rent	FY24 Proposed Rent (\$)
<u>Worcester State</u>	<u>1,584</u>		
Chandler Village - RA	12	8,698	8,698
Chandler Village - Singles	212	8,998	8,998
Chandler Village - Doubles	196	8,398	8,398
Dowden Hall - RA	8	8,698	8,698
Dowden Hall - Singles	5	8,698	8,698
Dowden Hall - Doubles	230	8,098	8,098
SUBTOTAL - SYSTEM	<u>663</u>		
Dowden Hall Expansion - RA	5	8,698	8,698
Dowden Hall Expansion - Singles	10	8,698	8,698
Dowden Hall Expansion - Doubles	158	8,098	8,098
Wasylean Hall - RA	10	8,698	8,698
Wasylean Hall - Singles	122	9,498	9,498
Wasylean Hall - Doubles	216	8,898	8,898
Sheehan Hall - RA	12	8,698	8,698
Sheehan Hall - Singles	36	9,298	9,298
Sheehan Hall - Doubles	352	8,698	8,698
SUBTOTAL - CAMPUS	<u>921</u>		
Total System Beds	9,809		
Total Campus Beds	<u>6,807</u>		
Total Design Occupancy	<u>16,616</u>		

Massachusetts State College Building Authority
Schedule 5: Student Life Gross Debt Service

A subset of Schedule 1, Student Life project assessments are primarily for debt service, but final contributions for capital reserves, insurance, and Authority operations are assessed where applicable.

Bridgewater State

Project	Bond Issuance	Ownership	Debt Service
East Campus Dining	20A (03B (99-1))	Authority	\$704,561
Swenson Athletic Facility	20A (09C)	Commonwealth	\$401,094
East Campus Parking Garage	20A (10B)	Authority	\$1,050,521
University Park	20A (12A)	Commonwealth	\$72,500
Rondileau Campus Center	20A (12C)	Commonwealth	\$272,453
Welcome Center	20A (12C)	Commonwealth	\$221,942
Tower Parking Lot	20A (19C (12B/06A))	Commonwealth	\$95,152
	Debt Service		<u>\$2,818,222</u>

Fitchburg State

Project	Bond Issuance	Ownership	Debt Service
Hammond Campus Center	20A (10B)	Commonwealth	\$1,358,352
Hammond Campus Center	20A (12C)	Commonwealth	\$691,899
Parking	20A (12C)	Commonwealth	\$159,074
Hammond Campus Center	20A (14A)	Commonwealth	\$793,363
Hammond Campus Center	20A (14B)	Commonwealth	\$636,951
Landry	20A (17A)	Commonwealth	\$290,534
132 Highland Avenue	20A (17B)	Authority	\$127,386
Holmes Dining	20A (19A)	Commonwealth	\$107,615
Recreation Center	20A (19A)	Commonwealth	\$79,556
Hammond Campus Center	20A (19C (12A))	Commonwealth	\$487,087
Athletic Fields	20A (19C (12B (05A)))	Commonwealth	\$301,243
Holmes Dining	20A (19C (12B (06A/05A)))	Commonwealth	\$240,140
	Debt Service		<u>\$5,273,200</u>

Massachusetts State College Building Authority
Schedule 5: Student Life Gross Debt Service

Framingham State

Project	Bond Issuance	Ownership	Debt Service
Crocker Hall	2010B	Commonwealth	\$36,173
Hemenway Science Center	2010B	Commonwealth	\$1,198,700
Union Avenue Parking/Athletic	20A (19C (11A/12B (03A)))	Commonwealth	\$125,164
Hemenway Center	20A (12C)	Commonwealth	\$105,374
McCarthy Campus Center	20A (12C)	Commonwealth	\$118,844
Franklin Street Parking	20A (12C)	Authority	\$371,479
Mayhew/Parking	20A (14A)	Authority	\$30,917
Maple Street Athletic	20A (14A)	Commonwealth	\$228,126
Maple Street Athletic	20A (14C)	Commonwealth	\$59,329
Salem End/Parking	20A (14C)	Authority	\$26,542
860 Worcester Road	20A (15A)	Authority	\$104,874
Warren Conference Center	20A (15A)	Authority	\$104,874
Wayte St. Property	20A Defeasance of 15A	Authority	\$0
McCarthy Campus Center	20A (16A (08A))	Commonwealth	\$64,783
Adams Road Land Acquisition	20A (16A (09A))	Commonwealth	\$53,577
Parking Garage	20A (16A (09A))	Commonwealth	\$476,859
Danforth Art Museum	20A (17B)	Authority	\$170,692
McCarthy Dining	20A (19A)	Commonwealth	\$57,765
Athletic Fields	20A (19A)	Commonwealth	\$28,811
McCarthy Campus Center	20A (19C (12B (06A/05A)))	Commonwealth	\$697,540
Debt Service			<u>\$4,060,423</u>

Massachusetts College of Art & Design

Project	Bond Issuance	Ownership	Debt Service
Kennedy Campus Center	20A (03B (99-1))	Commonwealth	\$141,865
Center for Design + Media Enabling	20A (14A)	Commonwealth	\$346,771
Center for Design + Media	20A (14B)	Commonwealth	\$219,452
Center for Design + Media (DCAMM)	20A (14B)	Commonwealth	\$568,829
Kennedy Campus Center	20A (16A (09A))	Commonwealth	\$856,585
MassArt Art Museum	20A (17C)	Commonwealth	\$540,854
Tower Building	20A (19C (12A))	Commonwealth	\$212,297
Debt Service			<u>\$2,886,654</u>

Massachusetts State College Building Authority
Schedule 5: Student Life Gross Debt Service

Massachusetts College of Liberal Arts

Project	Bond Issuance	Ownership	Debt Service
Amsler Campus Center	20A (09C)	Commonwealth	\$40,340
277 Ashland Street	20A (09C)	Commonwealth	\$88,698
Athletic Facilities	20A (12C)	Commonwealth	\$49,740
Parking	20A (12C)	Commonwealth	\$18,082
Theater	20A (12C)	Commonwealth	\$12,358
Amsler Campus Center	20A (15A)	Commonwealth	\$84,792
Amsler Campus Center	20A (19A)	Commonwealth	\$66,173
Tennis Courts	20A (19C (12B (06A)))	Commonwealth	\$16,591
Amsler Campus Center	21B	Commonwealth	\$64,150
Debt Service			\$440,924

Massachusetts Maritime Academy

Project	Bond Issuance	Ownership	Debt Service
Admirals' Hall	20A (12C)	Commonwealth	\$190,115
Marine Dock	20A (12C)	Commonwealth	\$219,690
Taylor Road Parking	20A (12C)	Authority	\$94,945
Wastewater Treatment Plant	20A (12C)	Commonwealth	\$84,386
Mess Deck Expansion	20A (14A)	Commonwealth	\$529,122
Fantail Student Lounge	22A	Commonwealth	\$177,048
Debt Service			\$1,295,307

Salem State

Project	Bond Issuance	Ownership	Debt Service
Central Campus Parking	20A (11A (04A))	Commonwealth	\$843
Canal Street Parking	20A (14A)	Commonwealth	\$123,106
Property Acquisition / Dining Hall Roof	20A (14A)	Commonwealth	\$62,432
Mainstage Auditorium	20A (14A)	Commonwealth	\$899,996
One Stop Student Center	20A (14A)	Commonwealth	\$132,025
Public Safety	20A (14A)	Commonwealth	\$137,096
Viking Hall Café	20A (14A)	Authority	\$210,248
66-68 Loring Avenue	20A (14B)	Foundation	\$29,399
North Campus Transportation Center	20A (14B)	Authority	\$1,201,440
Marsh Hall Dining	20A (16A (09A))	Authority	\$187,582
O'Keefe Fitness Center	20A (19C (12A))	Commonwealth	\$969,563
Baseball/Tennis	20A (19C (12B (06A)))	Commonwealth	\$266,179
O'Keefe Athletic Field	20A (19C (12B (05A)))	Commonwealth	\$239,527
Debt Service			\$4,459,434

Massachusetts State College Building Authority
Schedule 5: Student Life Gross Debt Service

Westfield State

Project	Bond Issuance	Ownership	Debt Service
Tim & Jeanne Dining	20A (10B), 22A	Commonwealth	\$542,761
Juniper Park School	20A (14B)	Commonwealth	\$87,708
Science Center	20A (14B)	Commonwealth	\$654,727
Ely Wellness Center	20A (19C (12A))	Commonwealth	\$628,221
	Debt Service		<u>\$1,913,417</u>

Worcester State

Project	Bond Issuance	Ownership	Debt Service
Athletic Facility	20A (12C)	Commonwealth	\$446,030
Sheehan Dining Hall	20A (12C)	Commonwealth	\$203,602
Parking Garage	20A (19C (14D (12B (06A))))	Authority	\$561,098
	Debt Service		<u>\$1,210,731</u>

Mount Wachusett Community College

Project	Bond Issuance	Ownership	Debt Service
Science Center	CC1	College	\$227,131
Student Lounge	CC2	College	\$205,323
	Debt Service		<u>\$432,454</u>

TOTAL STUDENT LIFE

Debt Service **\$24,790,767**

Massachusetts State College Building Authority
Schedule 6: Residence Hall Occupancy Rates

	Academic Years				
	2017- 2018	2018- 2019	2019- 2020	2020- 2021	2021- 2022
Bridgewater State	94.8%	94.8%	95.7%	37.1%	81.2%
Fitchburg State	92.1	84.8	76.2	50.3%	57.8%
Framingham State	92.9	89.9	87.9	32.8%	64.0%
Mass. College of Art and Design	99.0	96.2	99.9	65.0%	97.9%
Mass. College of Liberal Arts	74.4	70.8	73.4	46.3%	42.6%
Mass. Maritime Academy	102.0	101.8	101.3	57.3%	94.5%
Salem State	95.7	89.9	79.0	36.5%	63.1%
Westfield State	93.9	86.0	82.2	37.5%	66.4%
Worcester State	95.5	96.0	95.6	50.4%	77.6%
<i>Total Occupancy Rate</i>	93.9%	90.5%	87.7%	42.9%	71.0%

MASSACHUSETTS STATE COLLEGE BUILDING AUTHORITY
RESIDENCE HALL AND STUDENT LIFE PROJECT POLICIES
FISCAL YEAR 2024

1. That the Contract for Financial Assistance, Management and Services, dated February 1, 2003, as amended, is made between The Commonwealth of Massachusetts (the "Commonwealth"), acting by and through the Board of Higher Education (the "Board") established under Chapter 15A of the General Laws of the Commonwealth, and the Massachusetts State College Building Authority (the "Authority"), a body politic and corporate and public instrumentality of the Commonwealth established under Chapter 703 of the Acts of 1963 of the Commonwealth (as amended, the "Act"), which contract governs the financial relationship between the Authority and the Universities.
2. That rent revenues must be sufficient to pay: the cost of maintaining, repairing and operating Authority projects; the principal of and interest on bonds issued to finance or refinance such projects; the current operating and administrative expenses of the Authority; and to create and fund reserves for these purposes. Further, consistent with the foregoing requirements, there should be a reasonable uniformity in charges for like accommodations.
3. That the Universities shall remit payments to the Trustee as assessed by the Authority in the fall and spring of each year, as required by the Trust Agreements.
4. That residence hall occupancy agreements issued in the fall semester shall typically be written for an entire academic year. The MSCBA shall be given the opportunity to participate in the review of waivers requested by students who intend to remain enrolled at the institution.
5. That assessments for System projects shall be no less than the calculation produced from an equal distribution of occupancy across System and Campus beds.
6. That those Universities with building occupancies of over 100% of design occupancy verify conformance with the applicable building code relative to life safety and sanitation requirements and make any necessary adjustments to either the building or number of residents. The MSCBA will assist with architectural and code consultants when requested.
7. That the System debt is allocated based on design occupancy for System projects at that University.
8. That rent rates shall be adjusted in instances where planned occupancy differs from the design occupancy of a certain room. For example, there shall be a premium rent charged when one student occupies a double room (except in cases of medical accommodations); similarly, there shall be a discount to the normal rent when there is an increase in the occupancy of a room (such as three students assigned to a double room).
9. That rent increases on existing beds to support future debt service costs for a new capacity or renovation project shall be limited to the residence halls at the University where the project is located.
10. That any changes in use, treatment, or configuration of residence hall space must be reviewed with the Authority. Payments in lieu of student occupancy must be from sources other than room rent and sufficient to cover MSCBA system-wide costs reasonably allocated to the building.

11. That the MSCBA recommends that the nine state Universities adopt and publish written policies regarding restrictions on student-owned furniture, microwave ovens, refrigerators, and other electrical appliances/equipment.
12. That the Authority shall be notified in a timely manner of incidents in its facilities that may result in a property or liability insurance claim.
13. That the campuses understand and acknowledge that the attached "Massachusetts State College Building Authority Residence Hall Preventive Maintenance Guide" shall be used as a guide in the performance of routine corrective and preventive maintenance, as funded by the residence hall operating budget (Schedule 3).
14. That any changes in personnel shall be reviewed by the MSCBA, with the exception of backfilling positions within the same fiscal year of their vacancy.
15. That the Universities develop a methodology to determine the proper allocation of utility expenses charged to the Residence Hall Trust Fund, and that the methodology is reviewed during the Annual Rent Schedule process.
16. For new MSCBA-owned student life projects placed in service after July 1, 2021, the capital improvement reserve assessment (unless waived in the BHE Contract) will be calculated based on:
 - a. 1.5% of replacement value for locations under \$5M on the Schedule of Values for the property insurance
 - b. 1% of replacement value for locations \$5M or over on the Schedule of Values for the property insurance

**MASSACHUSETTS STATE COLLEGE BUILDING AUTHORITY
RESIDENCE HALL PREVENTIVE MAINTENANCE GUIDE**

The following guide is a suggested approach in addressing the process and procedures associated with maintaining and improving the operational efficiency of MEP systems.

A well-executed PM program is at the core of achieving:

- Sustainable operational efficiencies
- Equipment life cycle expectancy
- Improved comfort of the building's occupants
- Reduced disruptions from preventable equipment or system failures
- Reduced energy costs
- An accurate database which is always current and will provide all stakeholders a historical record of achievement

As with most guides, the following recommendations are not all inclusive and each facility may need to modify or customize these tasks. We have purposely not included those systems and equipment which would be considered regulatory, non-discretionary or life safety systems such as: fire alarm, elevator, sprinkler, etc.

Finally, we recognize that certain skill sets are required for even the most basic types of PM tasks and it is important to ensure that every individual performing any task is properly trained and is equipped with the right tools to carry out the identified task. All too often an assumption is made that every employee is capable of performing a PM task but unfortunately, has never been properly shown how to actually do the job correctly. Ensure every individual is properly trained.

Daily:

- Check the BAS frontend for any building systems that are in alarm or may have been manually overridden. This should be checked first thing in the morning and also before leaving for the day. Document all findings.
- Perform a quick walk-through of all mechanical spaces looking for anything that may appear problematic. Document all findings.
- Note and log all pump pressures and system temperatures which can be used to help identify system problems. Replace all thermometers and pressure gauges that are broken. Make sure the right pressure or temperature range unit is installed. Document all findings.
- While performing daily tasks, observe the ceiling diffusers and return grills throughout the dormitories looking at the color of the immediate area of the duct outlet. If it's dirty then the filters are probably bad and the air handler coil needs to be cleaned. Document all findings.

Weekly:

- Inspect air compressors and receivers. Check oil levels and drains. Document all findings.
- Conduct a thorough walk-through and inspect all mechanical and HVAC equipment including roof area. Document all findings.
- Test and run emergency generator and check battery electrolyte level. Make sure coolant level and oil level are also checked. Document all findings.

Monthly:

- Make sure all pumps and equipment are rotated. Equipment that was in service should now be taken off line. Listen and check to make sure rotated equipment is functioning correctly. Some campuses have the equipment cycled automatically but they should all be checked and verified that the change-over occurred. Document all findings.
- Although some facilities leave the off line pumps and systems lined up to run, all valves on both the suction and discharge side of every pump should be opened and closed to cycle the valve ensuring the valve operates freely. Document all findings.
- Verify that any water chemistry additives are being maintained for all hot and chill water systems and that glycol levels are at the required specification. Document all findings.

Air Handlers: Document all findings

Monthly

- Inspect checking for proper operation.
- Check filters and replace as needed.
- Check controls.

Annually

- Check all dampers and controls.
- Inspect coils (heating and cooling). Clean as necessary.
- Inspect cabinet and plenum box. Clean as necessary.
- Inspect fan belts and tension. If belt needs to be changed, then change out the entire set and not just one belt.
- Lubricate all bearings.
- Lubricate all damper linkages
- Verify fresh air inlet screen is not blocked
- Inspect motor controller and wiring
- Check all doors and access panels
- Clean drain pan and make sure drain is free and clear (sanitize if necessary)
- Verify unit operates correctly after servicing

Chillers: Document all findings (chiller repairs and or service is typically outsourced)

Monthly

- Inspect system checking for proper operation
- Check compressor oil level
- Verify water treatment and glycol levels are correct
- Check chill water pump operation is satisfactory
- Check pump coupling
- Lubricate as necessary

Annually

- Inspect chiller condenser tubes and clean
- Have approved contractor perform system start-up and shut-down
- Have superheat checked for proper refrigerant charge

Cooling Towers: Document all findings

Monthly

- Inspect for proper operation
- Verify spray nozzles are not plugged
- Verify water treatment is at proper specifications
- Inspect sump for cleanliness
- Check condenser water pumps and couplings
- Lubricate as necessary

Annually

- Drain sump and clean
- Wash down media
- Check cooling tower fan motor
- Check and replace fan belts as needed
- Lubricate all shaft bearings
- Check float linkage assembly

DX (Direct Expansion) Units: Document all findings

Monthly

- Inspect condenser and evaporator for proper operation
- Check insulation on line set
- Make sure condenser coil is clear of grass clippings etc.
- Check damper operation
- Lubricate louver linkages
- Inspect ductwork and insulation

Annually

- Clean condenser coil (make sure a fin comb is used when straightening out damaged fins)
- Inspect and clean evaporator coil if needed
- Inspect motor controls and wiring
- Verify superheat or subcool temperatures are correct indicating proper refrigerant charge
- Check all controls
- Check dampers operation
- Lubricate bearings
- Check and replace fan belts as needed
- After servicing unit, check for proper operation
- On units with natural gas fired heaters, verify combustion chamber is in good condition with no cracks

Hot Water Heating Boilers: Document all findings

Monthly

- Inspect for proper operation
- Blow down boiler
- Check and test safety controls
- Observe boiler flame and check for proper operation
- Verify water treatment is at specification
- Check all temperatures and pressures

Annually

- Drain and flush clean waterside
- Inspect firebox
- Clean tubes as necessary
- Prepare boiler for annual inspection (if needed).
- Inspect and lubricate fan motor
- Lubricate all linkages
- Operate and cycle all valves
- Check all electrical connections
- Check all pump couplings
- Lubricate pump motors as needed
- Check pump seals
- Check combustion efficiency

Domestic Hot Water Boilers: Document all findings

Monthly

- Inspect for proper operation
- Check discharge temperature
- Check mixing valve
- Check circulating pump

Annually

- Drain sediment off the bottom of tank
- Cycle all valves on tank assembly
- Verify all supply valves are operational and backflow preventers have been serviced

Building Automation System (BAS): Document all findings

Monthly

- Check alarm report history and identify units or systems that frequently go in and out of alarm. Print out monthly report and put into a BAS binder.
- Write down any system problems that occur
- On air operated controls, check for air leaks and repair as necessary
- Check building space set points during occupied and unoccupied times

Annually

- Verify all sensors are reading accurately
- Verify all controls are functioning
- Have controls provider look at alarm history and correct obvious programming problems
- On all air operated controls, verify proper operation
- Stroke all actuators and verify damper operation. Quite often, the “U” bolt is slipping on the shaft and the damper doesn’t move.
- Check time of day schedule and make sure it’s accurate

Student Room Fan Coil Units: Document all findings

Biannually (2X’s/yr when students are on vacation. Start at top floor and work way down)

- Open FCU cover and observe condition of coil element, drain pan, water valves, blower motor and wall board
- Vacuum entire coil assembly being careful not to damage coil fins
- Use a coil brush to clean loose dirt from face of coil
- Vacuum the rest of the unit and remove any debris
- Vacuum the drain pan and suck out any excess debris or material from pan and especially drain pipe connection
- Use a solution of self-rinsing coil cleaner, READ DIRECTIONS ON SOLUTION CLEANER for proper mix ratio (some can be used straight from jug) and spray liberally onto coil face. If coil is excessively dirty, two applications may be needed. AGAIN READ DIRECTIONS
- Apply a biocide and mildewcide to the pan area. They also sell pan tablets that can be inserted into the pan and left there once cleaned
- Flush pan and ensure the drain is free and clear and the water flows freely down the drain. IT IS IMPORTANT TO DETERMINE THAT WATER WILL NOT REMAIN IN PAN AND WILL FLOW DOWN THE DRAIN
- If any of the surrounding sheetrock, wallboard or carpet area show evidence of mold or has a musty odor, they must be either removed or properly treated. Typically, sheetrock needs to be replaced
- After cleaning, turn unit on, listen and observe the blower motor and that air flow is discharging through cleaned coil face
- Replace cover and proceed to next unit

Cabinet Heaters, Fan Powered Terminal Boxes: Document all findings

Monthly

- Verify units are operational
- Verify air movement

Annually

- Vacuum all coil and element faces
- Clean coils and elements as needed
- Check controls

Exhaust Fans: Document all findings

Monthly

- Verify all exhaust fans are functioning properly (simply tear off a single sheet of toilet paper and place over exhaust duct grill face. If the paper cannot stay in place and falls, then the system should be checked out) An exhaust duct grill face will typically appear to look dirtier than the fresh air supply duct grill.

Annually

- Inspect fan assembly for proper operation
- Check controls
- Change fan belts as needed
- Lubricate all bearings

Fin Tube Radiation: Document all findings

Monthly

- Verify units are operational and provide heat. Make sure furniture or drapes are not blocking fin tube
- Ensure that units are properly supported and not damaged

Annually

- Vacuum all heating elements
- Verify zone control valves (manual and automatic) are operational
- Verify all stand-alone self-contained T-stats are functioning

Emergency Lights: Document all findings

Monthly

- Walk throughout the dormitory checking all common areas, corridors, stair wells, etc. and observing the emergency lighting fixture illumination status. Repair/replace as needed

Annually

- Verify satisfactory operation of all emergency lights
- Inspect all battery powered emergency lighting circuits and conduct load test
- Replace batteries as needed

Electrical Distribution System: Document all findings

Only qualified individuals should perform the following tasks.

Annually

- Inspect all panelboards, subpanels, and main distribution switchgear to ensure all doors, locking mechanisms and hardware are in place and operational
- Make sure all knockouts and removed breakers have protective covers in place and live parts are not exposed and have covers

- Perform infrared testing on the electrical gear. Testing should be conducted while circuits are under load and the covers removed. Some organizations refer to infrared testing as a form of Predictive Maintenance. We believe this type of work can be included and considered as a component of Preventative Maintenance as well. We recommend infrared testing be performed every three years
- Verify that all circuits and breakers are properly labeled with load location and do not simply have a “lights or receptacle” designation but an actual room location

Emergency Diesel Generator or Standby Diesel Generator: Document all findings

Weekly

- Verify the diesel generator has been started and unit is left in automatic mode

Quarterly

- Verify diesel generator transfer switch operates on simulated power outage and operates under load

Biannually / Annually

- Ensure outside service provider conducts thorough PM inspection as per service contract

Lawn Irrigation Systems: Document all findings (If a sub-meter is used, make sure a reading is obtained)

Weekly

- Verify the sprinkler heads are operational
- Verify the rotational arc is correct for the area to be irrigated
- Verify the time of day clock is functioning
- Verify the irrigation duration period is correct

Spring

- At system start-up, ensure that all supply lines and branch circuits have not been damaged during the winter months (burst or broken)
- Verify all heads are operational
- Check operation of all isolation and zone valves
- Verify time clock is programmed correctly
- Monitor one cycle of watering

Fall

- When winterizing, shut all water supply lines and open all drains in the system
- Use compressed air to blow out all branch lines and heads
- Cycle zone valves at master and watch air blow out at each zone head
- Get water sub-meter final reading

The Following General Housekeeping and Light Maintenance Activities have been added to this PM Guide to remind all facilities personnel of the importance of addressing all areas in campus buildings in a timely manner.

Common Areas: Document all findings

Daily

- Clean / mop / vacuum common area floors and hallways
- Clean and disinfect common area bathrooms
- Sweep building entrances and walkways (as needed)
- Collect and empty trash containers
- Replace or report broken light bulbs
- Remove / clear ice and snow from walkways and building entrances (as needed)
- Report any and all items that require repairs or maintenance
- Report any unusual noises coming from mechanical rooms

Biannually or during semester break

- Inspect all student room bathrooms for leaks on faucets, showers or toilets. Report all deficiencies
- Inspect condition of all student room furniture and window treatments. Report all deficiencies
- Inspect all common area appliances. Report all deficiencies
- Check all door hardware and door operating mechanisms. Report all deficiencies

Annually

- Vacuum all heating fin tube radiation elements in student rooms and common areas
- Inspect student rooms walls and ceilings. Report all deficiencies, (paint and repair as needed)
- Inspect and test all operable windows in student rooms and common areas. Report all deficiencies
- Replace all batteries in all electronic devices; CO detectors, plumbing fixtures, etc. (document)
- Report all damaged equipment and furniture
- Report on all inoperable lighting fixtures and systems

Outside Service Providers: (typical)

The following list of building equipment is usually performed by a 3rd party because of either regulatory requirements or specialized skill sets of the provider. This list is NOT all inclusive or complete.

1. Portable Fire Fighting Extinguishers
2. Fire Alarm Systems
3. Fire Sprinkler Pumps and Systems
4. Emergency Generators
5. Major Mechanical Equipment (chillers, boilers, pumps & water chemistry)
6. Elevator Systems
7. Dumpster and Trash removal
8. Laundry Equipment

9. Vending Machines
10. Rodent and Pest Control
11. Snow Removal
12. Safety and Security
13. Locksmith