

## FACILITIES BUDGET STRUCTURE

The Institution is proposing in this budget to realign its facilities budget structure based on recommendations of the National Association of Public Administration (NAPA) and in line with industry standards and definitions. The definitions used to create this structure are consistent with those endorsed by NAPA, the National Research Council, and federal facility definitions and guidelines. The restructuring involves the following:

- Consolidating facilities Salaries & Expenses (S&E) resources formerly included under the Office of Physical Plant, Office of Protection Services, the Office of Safety and Environmental Management, and the Office of Facilities Engineering and Operations (the latter two from within the Administration line item) into two new S&E line items: Facilities Maintenance and Facilities Operations, Security and Support. A portion of the funds formerly included under the Repair, Restoration and Alteration of Facilities (RR&A) account, for maintenance and minor repairs, have also been included in the new line items.
- Combining the former RR&A and Construction accounts into a new Facilities Capital account.

In the S&E account, the Facilities Maintenance line item will encompass routine maintenance and minor repairs, including the upkeep of property and equipment or work necessary to realize the originally anticipated useful life of a fixed asset. Maintenance includes work such as periodic or occasional testing and inspection, adjustment, lubrication, and cleaning of equipment. This category also includes the funds for Reliability Centered Maintenance, utility systems maintenance, skilled trades, and facilities assessment programs. The Facilities Operations, Security and Support line item includes resources that are required to keep systems and processes running. Operational activities include security operations, utilities, rent, mail service, fire protection, environmental operations, grounds care, snow removal, central utility plant operations, and refuse collection and disposal. The support activities include the staff responsible for administration of the facilities program.

The Institution is also proposing to include museum maintenance and operations staff included under the individual unit line items in the Facilities Maintenance and Facilities Operations, Security and Support line items. Following the recommendation in the July 2001 NAPA report to "centralize its facilities management functions, including the National Zoo, under a single facilities organization," 12 line items include reductions totaling \$18,605,000 and 361 FTEs that reflect the transfer of facilities management services to the Office of Facilities Engineering and Operations. The goal is to ensure rapid response to facility needs, more efficient utilization of staff resources, and to eliminate acquisition of redundant equipment. The integration will improve the

quality of facility maintenance by increasing efficiencies in operations and improving maintenance technologies.

The Facilities Capital line item includes facilities revitalization, new construction, and facilities planning and design.

The outline below lists the components of the new structure; the table following details the FY 2003 base funds by program and presents a crosswalk to the new structure. In this budget, the FY 2003 column has been adjusted to reflect the new structure for illustrative purposes, although funds will actually be allocated and executed under the old structure during FY 2003.

### **New Structure Outline**

#### ***Salaries & Expenses:***

##### Facilities Maintenance:

- Physical Plant Maintenance Staff
- Protection Services Maintenance Staff
- Reliability Centered Maintenance
- Minor Repairs
- Museums and NZP Facilities Maintenance Staff

##### Facilities Operations, Security and Support:

- Physical Plant Operations Staff
- Protection Services Operations Staff
- Protection Services Anti-terrorism funding \*
- Protection Services Security Systems Renewal/Upgrade
- Utilities, Postage, and Rent
- Safety and Environmental Management
- Facilities Engineering and Operations
- Museums and NZP Facilities Operations Staff

#### ***Facilities Capital:***

##### Revitalization:

- Repair, Restoration and Alterations

##### Construction:

- Projects

##### Facilities Planning and Design:

- Repair, Restoration and Alterations Planning and Design
- Construction Planning and Design

\* For comparative purposes, this budget structure outline agrees with the chart on the following page, but in future years the Smithsonian will seek anti-terrorism funding within the Revitalization portion of the Facilities Capital budget.

## Facilities Budget Structure Crosswalk – FY 2003 Base

Existing Structure			New Structure		
<b>SALARIES &amp; EXPENSES</b>	<b>FTEs</b>	<b>\$(000)s</b>		<b>FTEs</b>	<b>\$(000)s</b>
Administration: --Office of Facilities Engineering & Operations --Office of Safety and Environmental Mgmt.	5 40	630 3,624	<b>S&amp;E-Facilities Operations, Security and Support:</b> --Facilities Engineering and Operations --Safety and Environmental Management	5 40	630 3,624
Facilities: Office of Physical Plant --Utilities and Postage --Rent  --All other Office of Physical Plant	0 0 485	34,538 10,553 34,748	<b>S&amp;E-Facilities Operations, Security and Support:</b> --Utilities and Postage --Rent  ▪ <b>S&amp;E-Facilities Maintenance: Maintenance Staff</b> ▪ <b>S&amp;E-Facilities Operations: Operations Staff</b>	0 0 209 276	34,538 10,553 14,320 20,428
Office of Protection Services (OPS) --OPS Funding	983	58,546	<b>S&amp;E-Facilities Maintenance:</b> --Protection Services Maintenance Staff --Protection Services Security Systems Renewal/Upgrade  <b>S&amp;E-Facilities Operations, Security and Support:</b> --Protection Services Operations Staff --Protection Services Anti-terrorism funding	11 0 972 0	1,703 999 45,019 10,825
Museums and National Zoological Park (NZP) Facilities Maintenance and Operations Staff	361	18,605	<b>S&amp;E-Facilities Maintenance:</b> --Museums and NZP Facilities Maintenance Staff <b>S&amp;E-Facilities Operations, Security and Support:</b> --Museums and NZP Operations Staff	82 279	4,362 14,243
<b>CAPITAL PROGRAM</b>					
Repair, Restoration and Alterations: --RR&A Funding	27	79,200	<b>S&amp;E-Facilities Maintenance:</b> --Minor Repairs  <b>Facilities Capital-Revitalization:</b> --Repair, Restoration and Alterations  <b>Facilities Capital-Facilities Planning and Design:</b> --Repair, Restoration and Alterations Planning and Design	0 27 0	9,330 61,595 8,275
Repair, Restoration and Alterations: --Reliability Centered Maintenance	33	2,100	<b>S&amp;E-Facilities Maintenance:</b> --Reliability Centered Maintenance	33	2,100
Construction: --Construction Funding	5	12,000	<b>Facilities Capital-Construction:</b> --Construction Funding	5	12,000
<b>GRAND TOTAL</b>	1,939	254,544	<b>GRAND TOTAL</b>	1,939	254,544