



PF5000: Property and Facilities Management – Building, Municipal, Trade and Vehicles Services		
University of British Columbia RECORDS SCHEDULE		Schedule Number: PF5000
Primary Title: Building, Municipal, Trade and Vehicles Services		Office of Primary Responsibility (OPR): UBCV: Campus and Community Planning; Building Operations UBCO: Campus Operations and Risk Management – Facilities Management
Records supporting core maintenance of UBC buildings and lands; construction projects under \$50,000, maintenance and repair of architectural building systems including building envelope and structural integrity; as well as HVAC systems; custodial services; municipal maintenance such as waste management and landscaping. This primary also includes Stores and Tools Crib. <ul style="list-style-type: none"> For facilities see PF5100: Properties and Facilities Management – Facilities and Lands 		
Vital: No		PIB: No
Authority BoG Policy UP12: Land Use Policy UBC Technical Requirements Landscape Design Requirements		Date Approved: 20220729
Secondary No.	Secondary Title	Retention, Destruction & Disposition
01	Policies and Procedures	EV+5Y, FR EV=Date superseded or obsolete FR=UA will fully retain records from this series
05	General	EV+5Y, D EV=Date superseded or obsolete
10	Architectural Trades Records supporting operation, maintenance and repair of architectural building systems, including building envelope, and structural integrity. This includes compliance records	EV+7Y, D EV=Date information is superseded or obsolete (building code information)



	supporting applicable building codes and regulations.	
13	Construction Services Records supporting renovation and construction services using in-house trades for projects valued up to \$50,000 organized by work order number.	EV+7Y, SR EV=Date work is complete SR=Retain final deliverables, all warranties, meeting minutes
15	Custodial Services	CY+7Y, D
25	Mechanical & Electrical Trade Services Records supporting the operation, maintenance and repair of heating, ventilation and air conditioning (HVAC) systems, lighting, electrical power systems, automated building controls, conveyance devices, and fire/life safety systems in core-funded University buildings. Also includes records supporting compliance with applicable codes and regulations.	EV+7Y, D EV=Date work is complete or obsolete
28	Municipal – Landscaping Includes Arboriculture, irrigation, maintenance, Landscape design.	CY+7Y, SR SR=UA will selectively retain records from this series
29	Municipal – Waste Management Records supporting waste management coordination and waste reduction education to the UBC campus community through the coordination of recycling, composting, e-waste, confidential shredding and litter reduction initiatives.	CY+5Y, D
35	Service Requests	CY+1Y, D



37	Stores and Tools Crib Includes records supporting UBC access to tools and supplies; stores hardware and safety supplies.	EV+7Y, D EV=Date superseded or obsolete
41	Vehicle Services and Maintenance Fleet Management and Automotive and equipment maintenance.	EV+7Y, D EV=Date vehicle is sold or decommissioned
45	Issues	CY+5Y, D
60	Reports	CY+5Y, SR SR=UA will selectively retain records from this series

Acronym Key. AY = Academic Year; CY=Calendar Year; D=Destroy; EV=Event; FY=Fiscal Year; FR=Full Retention by University Archives unless otherwise noted; OPR=Office or Department responsible for *source of truth* records; SO=When superseded or obsolete; SR=Selective Retention by University Archives; UA=University Archives; Y=Year