

Policy 5-20 Rev. 1
Date: March 15, 1996

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Subject: MAINTENANCE AND OPERATION OF ROSENBLATT HOUSE

I. PURPOSE

To set forth procedures and policies for maintenance and operation of Rosenblatt House.

II. REFERENCES

Board of Regents Policy R-207.

III. GENERAL

- A. Rosenblatt House, including 1.47 acres of land, located at 1480 Military Way, was contributed to the University of Utah by Joseph and Evelyn Rosenblatt in 1985, to be used as the university President's house. The property is an integral part of the campus.
- B. The location and size of the house and grounds make the facility suitable for the President's residence, which is frequently used for university related purposes. Large and small groups can be appropriately accommodated.
- C. The Board of Trustees and the Utah State Board of Regents have designated Rosenblatt House as the official residence for the president of the University of Utah in accordance with the State Board of Regents Policy R-207, which is incorporated herein by reference.

IV. MAINTENANCE

Rosenblatt House, which includes the house, appurtenant structures, pool, and yard, will be maintained in accordance with the university standards, consistent with the assigned purposes and use of the facility.

The university shall provide repair and maintenance services, including, but not limited to:

- A. Repair, maintenance, and replacement of components of the residential physical facility:
 - 1. Structural components, floors, roofs, doors, windows, walls, ceilings, etc.
 - 2. Interior and exterior painting.
 - 3. Floor coverings, window shutters, draperies, and similar items.
 - 4. Utility systems.
 - 5. Permanent affixed building equipment and appliances, e.g. furnaces, air conditioners, humidifiers, fans, water heaters, water conditioners, stoves, refrigerators, dishwashers, ovens, etc.
 - 6. Security and fire alarm systems.

B. Repair and replacement of university owned movable equipment, appliances, furniture and furnishings provided for use in the Rosenblatt House. Replacement equipment, appliances and furniture purchased in accordance with this policy shall become the property of the university.

1. For purposes of this paragraph, movable equipment includes, but is not limited to, kitchen and dining utensils, china, silverware, microwave ovens, food warmers, beverage dispensers, and similar items.

2. The cost of repair and replacement of movable equipment, appliances, furniture and furnishings owned by the university president shall not be borne by the university.

C. Repair, maintenance, and replacement of appurtenant structures and their component parts, utility systems, and equipment.

D. Repair, maintenance, and replacement of swimming pool and its component parts, utility systems, and equipment.

E. Yard maintenance, including lawn and garden care, tree and shrub care and replacements, sprinkling system repairs and modifications, refuse removal, and snow removal.

V. UTILITIES

The university will provide the following utilities to Rosenblatt House, consistent with similar services provided to other university facilities:

- Electric power
- Natural gas
- Water
- Sewer
- Telephone service, excluding non-university related long distance or toll telephone service

The cost of cable, satellite, or other types of television service furnished to Rosenblatt House not principally for the benefit of the university shall not be borne by the university.

VI. FURNITURE AND MOVABLE EQUIPMENT

A. The incumbent university president will be expected to provide furniture and movable equipment in sufficient quantity to meet personal family needs.

B. The university will provide furniture, appliances, and equipment (including china, silverware, utensils, kitchen dining equipment, and similar items), that are required, in addition to that furnished by the president, to host large groups, social events or to support other university related functions which take place in Rosenblatt House.

VII. REMODELING AND MAJOR REPAIRS

Remodeling and major repairs made to Rosenblatt House will be performed in conformance with current university policies and state law relating to campus physical facilities.

A. Prior Board of Trustees approval shall be obtained for any project which is expected to cost

in excess of \$30,000.

1. Projects costing in excess of \$5 million shall be administered by the State Division of Facilities Construction and Management.
- B. Remodeling projects costing less than \$30,000 but which will cause year-to-date remodeling expenditures to exceed the previously approved budget line item for remodeling shall be submitted to the Executive Committee of the Board of Trustees for approval prior to commencing the project.

VIII. BUDGETING AND REPORTING

- A. Prior to the beginning of each fiscal year, the university administration shall prepare and submit to the Board of Trustees, a Rosenblatt House maintenance and operating budget for the ensuing fiscal year.
1. The budget shall be prepared using reasonable expenditure classifications, including, but not limited to:
 - Remodeling
 - Furniture, appliances, and equipment
 - Repairs/maintenance
 - Repairs and maintenance - physical facilities
 - Repair and maintenance - fixed building equipment
 - Yard care and maintenance
 2. The Board of Trustees shall approve the budget or return it to the administration with instruction for its revision and resubmission.
- B. Summaries of actual year-to-date operating, repair, and maintenance expenditures for Rosenblatt House will be prepared monthly and submitted, on a timely basis, to the members of the Executive Committee of the Board of Trustees.
1. As soon as practical after June 30 of each year, a report of actual operating, repair, and maintenance expenditures for the most recent fiscal year shall be prepared and submitted to the Board of Trustees and the office of the Commissioner of Higher Education for information. The report shall show a comparison of actual expenditures to budgeted expenditures by major expense classification.

Approved: Institutional Council 3/14/88
Editorially Revised: 3/15/96