

Physical Plant Charges

Original Implementation: December 7, 1987

Last Revision: July 24, 2018

Purpose

This policy establishes guidelines for the types of physical plant activities that can be charges to requesting campus customer accounts.

Definitions

Educational and general buildings include those used for academic purposes such as classrooms, labs, and offices as well as library spaces and offices used for administrative institutional support.

General

Funding for repairs to campus buildings comes from several sources and the type and use of the building determines the source of funding.

Maintenance of educational and general buildings and building equipment is the responsibility of the physical plant department and is paid from funds budgeted for that purpose. However, requested services may be charged to the appropriate campus customer account. These items include but are not limited to:

- Materials taken from stock not used in maintenance projects;
- Repair or replacement of equipment including appliances;
- Event services including set-up, standby, cleanup, equipment rental, and moving services;
- Paint and carpet requests when redecorating or outside the normal maintenance schedule;
- Materials, installation and labor for millwork;
- Vehicle rentals, repairs, and fuel;
- Requested modifications to facilities, interior or exterior;
- Re-coring locks and making new keys due to lost keys, lock changes, keys via department request;
- Call back expenses that are not caused by normal maintenance requirements;
- Requested items such as name plates, plaques and departmental directories including labor.

Maintenance and requested services for non-educational and general buildings and building equipment will be charged to the appropriate campus customer account.

All requests for cost estimates or work that require modification of space, building systems, or otherwise effect the built environment are subject to the guidelines set forth in the Request for

Space Modification process. The physical plant performs and schedules project work within the parameters of the Request for Space Modification process.

Normal business hours of the physical plant are Monday through Friday 7 a.m. to 4 p.m. Please note that all work performed outside of these normal business hours may be subject to an overtime charge.

Cross Reference: None

Responsible for Implementation: Vice President for Finance and Administration

Contact for Revision: Director of Physical Plant

Forms: None

Board Committee Assignment: Finance and Audit