

Physical Plant Charges

Original Implementation: December 7, 1987

Last Revision: July 28, 2015

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

Educational and general buildings (i.e., academic and non-auxiliary support offices, classrooms, library, etc.): Maintenance of these buildings and building equipment is the responsibility of the Physical Plant department and is paid from funds budgeted for that purpose.

The Physical Plant department may charge for the following material and services.

1. Materials taken from stock not used in maintenance projects.
2. Repair of equipment including appliances.
3. Event set-up, equipment rental, and moving services.
4. Paint requests when redecorating or outside the normal maintenance schedule.
5. Materials and labor for millwork.
6. Vehicle rentals, repairs, and fuel.
7. Requested modifications to facilities.
8. Replacement of lost keys or lock changes due to lost keys.
9. Call back expenses that are not caused by normal maintenance requirements.
10. Requested items such as name plates, plaques and departmental directories.

All maintenance and requested services for non-education and general buildings will be charged to the appropriate campus customer account.

Normal business hours of the Physical Plant department 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