

Maintenance Services Policies & Procedures

Charge for Services

PURPOSE: To clarify maintenance and repair services which will be provided in support of Educational & General facilities and equipment funded from appropriations and research grants and utilized by University personnel.

Basic Support Provided

University Facilities will not bill for the maintenance or repair for the following categories and services. This list is intended to be a representative list not all inclusive:

INFRASTRUCTURE AND BUILDING ENVELOPS

- Utility services to buildings
- Repair to roofs, windows, doors, and existing exterior surfaces.

SYSTEM REPAIRS

- Mechanical, plumbing and electric equipment that is part of a building system (e.g. heating, air conditioning, electrical, elevator, etc.)
- Repairs to electrical distribution equipment including receptacles.
- Repair and maintenance of interior and exterior lighting and switches.
- Repairs to plumbing system including sinks, faucets and drains.
- Repair and maintenance of sprinkler systems and fire alarm systems.

INTERIOR FINISHES

- Existing interior surfaces and finishes.
- Repairs and maintenance of walls, floors and ceilings.
- Repairs to fixed laboratory case work.
- Building finishes in public areas.
- Repairs to door locks and hardware.

DEPARTMENT PAYS:

Examples of maintenance and repair activities for which University Facilities will bill. This list is intended to be a representative list, not all inclusive:

- Hook-up of special equipment or modifications to building systems requested by academic or research activities. (e.g. chilled water for cooling specialized equipment)
- Replacement keys/re-keying of room on department's request.
- Replace name plates and activity specific signage (except ADA).

- Repairs to movable department owned equipment (e.g. ultra-low freezers, refrigerators, ice machines, lab equipment, etc.).
- Carpet replacement (non-public areas).
- Repair of furniture.
- Repair, removal or relocation of movable modular office furniture and work stations.
- Repair, and maintenance of uninterruptible power systems or specialized fire suppression systems.
- Repair and maintenance of security systems, and specialized locks or door hardware.
- Installation of power for or other utilities for department owned/or leased equipment.
- Painting for reasons for other than normal wear and tear.
- Discretionary space modifications and any electrical or mechanical modifications necessary to support the new occupants.