

# Maintenance Services Policies & Procedures

## I. Charge for Services

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

## II. 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:

### A. Infrastructure and Building Envelops

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

### B. 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.

### C. 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.

## III. 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.
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- Repair and maintenance of security systems and specialized locks or door hardware (i.e. Card Access).
  - Installation of power for other utilities for department owned/or leased equipment.
  - Painting for reasons other than normal wear and tear.
  - Discretionary space modifications and any electrical or mechanical modifications necessary to support the new occupants.