

Building Maintenance Services

University Facilities (UF)
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This document is intended 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 and establishes official guidelines for the provision of routine maintenance to support Clemson E&G facilities.

Intention

The University Facilities annual budget forecast for building maintenance will be based upon:

1. Historical data for routine maintenance.
2. The Deferred Maintenance Plan developed in collaboration with building managers/department liaisons.
3. Regulatory compliance mandates.
4. Increased maintenance requirements resulting from planned capital or grant funded alterations.

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 uninterruptible power systems or specialized fire suppression systems.
- 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.

- Special events, resulting in costs beyond basic services will be chargeable to the sponsoring, permitting, or responsible organization.

Other

- Vandalism or criminal damages: University Facilities will fund immediate repairs and seek supplemental allocation to restore budget shortages.
- All capital equipment purchases must be approved through the capital budget.
- University Facilities to be chartered to issue/obtain all appropriate permits for all university property.

Definitions

Basic Services

Repair, preventive maintenance, grounds maintenance, and custodial services to ensure a safe, attractive, functional, and efficient environment. Basic services result from normal daily usage and the effects of nature rather than special events or vandalism.

Repair

Those actions needed to return an item, system, or area to intended function or use.

Preventive Maintenance

Proactive measures designed to ensure continuity of service and forestall deterioration.

Restoration

Return of an item, system, or area to original condition or appearance.

Renovate

Preserving original function of an item, system, or area employing state of the art components.

Conversion/Installation

Functional change of an item, system, or area through emplacement of new materials.

Vandalism (Criminal Damages)

Willful acts resulting in loss or damage to university property.