

Facilities Management Chargeback Guidelines

The Facilities Management (FM) department provides services on a daily basis in the areas of maintenance, landscape and grounds, and building services. Routine work requests are processed and assigned based on a number of prioritization criteria with the goal of completing quality work as quickly as possible.

FM is frequently asked to identify those services, which are routine from those services that are chargeable to a department. The intention of this document is to outline what services are chargeable versus non-chargeable services, as well as communicate the current chargeback rates used in calculating a total cost.

Generally speaking, work requests that pertain to anything existing that needs to be repaired due to normal wear and tear are covered by FM. That said even if something falls within the repair category does not mean there is always budget available to support though every effort will be made.

Requests for something new/additional, or to repair/maintain an item for reasons other than normal wear and tear will be charged to the requesting department. Charges for new equipment purchased or services added by a department for academic purposes will be addressed by FM and the Finance Office. Special time constraints requiring overtime or off-hour work could also add to the cost of a routine or added service.

This list is not all-inclusive and failure to mention a particular item of cost does not imply the cost is covered or not covered.

Maintenance Services	
Routine Non-Chargeable Services	
Electricity, natural gas, steam for heating and cooling, utilities such as water, sewer, and solid waste disposal.	
Maintenance of building structures and exteriors including roofs, walls, floors, ceilings, windows, doors, locks and closure devices.	
Maintenance of electrical-mechanical-plumbing systems for lighting, heating, ventilation, air conditioning, water supply and waste disposal.	
Maintenance of classrooms, corridors, restrooms, lounges, and lobbies.	
Maintenance of utility distribution-collection systems, drainage ways, and area and street lighting systems.	
Non-Routine Chargeable Services	
Cut key(s)	Repair ice machines
Re-core door(s) except student rooms	Repair/replace kitchen and specialty equipment
Install/repair card swipe, combination key pad, hand scanners	Repair/clean grease traps
Lock/unlock file cabinets	Repair pulper
Install/remove keyboard trays, shelves, bookcases, mailboxes, banners, etc.	Add outlets and/or electrical service (permanent/temporary)
Assemble/repair/replace furniture (university owned)	Provide distributor box
Replace blinds/shades	Repair scoreboard
Hang dividing curtain at Hilltop	Repair swimsuit spinner
Paint except for wear and tear	Provide dumpsters for events/special projects
Purchase fire extinguishers (events)	

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Landscape and Grounds	
Routine Non-Chargeable Services	
Maintenance of lawns, trees, shrubs, flowers, park areas, and walks, including lawn mowing, removal of trash/debris.	
Maintenance of walks, drives, parking lots, including snow removal, ice control, removal of trash/debris.	
Maintenance of athletic fields including mowing and routine line marking.	
Surplus moves (as determined by Landscape and Grounds)	
Non-Routine Chargeable Services	
Line fields and outdoor areas	Purchase/install athletic nets
Pour concrete	Purchase/install trees
Provide fencing/wind screens	Repair goal posts
Set-up, tear-down, monitor, and clean for events (Chapel and VUCA)	Move/deliver: phone books, wheelchairs, equipment, supplies, furniture, etc.
Provide garbage cans for events	Install tarps
Building Services	
Routine Non-Chargeable Services	
Cleaning services performed daily in general use spaces such as lobbies, corridors, restrooms, and other public areas	
Cleaning services in offices, classrooms, and other supported areas.	
Cleaning services include: vacuuming, dust/wet mopping, window cleaning, dusting, etc.	
Removal of indoor trash/recycle in common areas.	
Floor care, graffiti removal, and spill clean-up	
Non-Routine Chargeable Services	
Clean appliances	Use of forklift and manlift (safety training required)

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A chargeback occurs when one department provides a good or service to another department and seeks to recover the cost of the good or service. Billing rates are designed to recover the costs (labor and material) of providing the good and service. No costs other than those incurred to provide the good or service may be included in the billing rate charged to the department.

All charges will be done by transferring expenses between accounts through the established payment process. This process is known as the SchoolDude interface and is performed on a weekly basis by Facilities Management and the Finance Office.

Departments who believe they have been charged incorrectly can contact Facilities Management to verify that charges are appropriate. Errors in billing will be adjusted as necessary.

Area	Cost per Hour
Building Services Crew	\$ 23.21
Landscape Crew	\$ 28.06
Maintenance Crew	\$ 33.57