



## FACILITIES SERVICES

### Chargeable Services (Department Funded)

The following services are examples of billable work order requests and require a budget number to process the work order request. Facilities Services can provide estimates at no cost for our services prior to initiation.

- Moving Services: office and/or suite moves from one location to another or to storage, re-arranging furniture within an office and/or suite, equipment relocations or delivery to another location including from Copy Center, etc. \*For authorized campus moves, boxes can be provided at no cost if picked up from Facilities Services Office by requester, pick up is free. If delivery by Facilities Services is requested, labor is set at standard departmental hourly rate.
- Hanging or removal of bulletin boards, message boards, display cases, pictures, plaques, and additional window blinds.
- Installation or additional shelving within offices and/or suites.
- Non-routine scheduled painting. \* See [Building Maintenance](#) for campus space painting life cycles.
- Adding electrical service. \* Investigative and feasibility electrical requests, as well as estimating, are provided at no cost (not to exceed 4 hours).
- Temporary change in building systems operations, electrical support or water access/availability for special events. \* Please select “Yes” and note support needs within “Facilities-Required” section on [UUF form](#) submission.

### Non- Chargeable Services (State Funded)

The following services are provided at no additional cost to requesting entities and are provided upon Facilities Services routine building maintenance scheduling. See below list for examples of standard service requests submitted by campus entities. For a complete list of building maintenance supported by Facilities Services, please see [Building Maintenance](#) site.

- Plumbing issues: trouble with toilets, water fountains, clogged drains, wet ceiling tiles, etc.
- Air conditioning and heating: rooms or buildings that temperatures are outside standard temperature settings (settings between 70-74 degrees for standard academic spaces), units making unusual sounds.
- Carpentry: trouble with door locks, handles, doors or windows not closing properly, etc.
- Electrical: lights burnt out, ballast replacement, ADA doors malfunctioning, elevators not working properly, clocks showing wrong time, etc.
- Grounds: removal of ice from walkways, grass, plants, trees, and shrubs maintenance.
- Maintenance of the building envelope: windows, foundation, walls, and floors.
- Custodial services per campus cleaning scope provided within the frequency cleaning. \* See [Understanding Spaces and Service](#) for details on campus janitorial services.