



Policy Directory

Responsible Division: Finance and Administrative Services
Responsible Office: Facilities Management
Issue/Revision Date: 12/01/2017

Non Routine Services Policy

Policy:

Facilities Management (FM) is budgeted to address only routine and preventative maintenance requirements of the University. This definition is strictly limited to work required to maintain the existing E & G facilities, utility systems, and grounds.

Requirements for remodeling work, alteration and expansion of University facilities/grounds and the installation and maintenance of department equipment shall be identified by the appropriate user. It shall also be the responsibility of the user to obtain funds for the work to be accomplished by FM.

FM will make every effort to meet the needs of the University community. However, FM reserves the right to deny any partial or full renovation or installation requests that compromise buildings, systems, infrastructure or campus standards.

REMODELING AND SPECIAL PROJECTS

The policies and procedures for remodeling and special projects are as follows:

- FM will, upon request, provide estimates of work for other departments to use in preparing their budget requests. Departments shall generally budget for the total cost of all materials, labor, equipment and/or contracted services.
- By February 1st of each year, a department requiring services that exceed its anticipated budget for the next fiscal year shall submit its project requests to FM. Once received, FM will assist in developing a scope and cost estimates. FM will present the scope and cost estimates for review by the administration. Schedules will be established upon approval by the administration and after funding has been secured.
- Unless otherwise arranged by CFO, necessary project funding shall be transferred from the requesting department's account to a designated FM account. FM will initiate all Purchase Orders necessary for project execution.

- Generally, labor provided by FM will not be charged to an E & G project. However, these labor costs will be identified and reported at the project close out.
- It will be the responsibility of FM to work within the estimated cost for the approved scope of work. If the scope of work is revised and additional funds are required, the requesting department will be required to verify that adequate funds are available to complete the project as modified.
- Generally, all projects requiring a significant portion of FM resources will be contracted to a qualified contractor through standard procurement procedures. In some cases, it may be cost effective to accomplish part or all of each project with FM personnel. Each project will be evaluated on an individual basis.
- FM will normally accept work orders for non-routine services that can be completed by the regular staff within 4 weeks or less. Projects with special requirements will be addressed on an individual basis.
- In special cases, FM will authorize another University department to perform required work. In those cases, the following requirements shall meet Board of Trustees of State Institutions of Higher Learning bylaws:
 - Proposed working drawings and/or specifications shall be submitted to FM for review and approval.
 - All work will be inspected by FM during and after construction.
 - Only vendors/personnel who meet the qualification standards set by FM shall be allowed to perform the work.
 - Any work found by FM that does not conform to approved drawings and/or specifications, is not in compliance with approved standards and codes or is of unacceptable workmanship will be removed or repaired at the expense of the department that made the installation.
 - All contracts with private firms for design and/or construction services shall be administered by FM, as mandated by IHL bylaws. This policy applies whether the funds are from University departments, auxiliary enterprises, the capital outlay funds, private donors or other sources.
 - Furnishings that are a part of a building shall not be altered or removed without approval of FM. This includes such items as lockers, built-in benches, blackboards, projection screens, hardware, etc.
 - Access to or alteration of buildings, building systems or grounds must be approved by FM.
 - Contact with vendors/contractors is prohibited.

EQUIPMENT REPAIR AND INSTALLATION

The policies and procedures for equipment repair and installation are as follows:

- FM will attempt to repair all campus equipment within its capability or outsource repairs for expert assistance.
- The requesting department will be required to provide funding for all materials and contracted services for work accomplished on department equipment. FM is budgeted only to maintain building systems and related components (for example, air handlers, boilers, circulation pumps, etc.).
- Necessary project funding shall be transferred from the requesting department's account to a designated FM account. FM will initiate all Purchase Orders necessary for successful execution.
- The repair of equipment, damaged as a result of vandalism, will be treated according to standard vandalism procedures. If the individual responsible for the damage can be identified, it is up to the department to recover the cost of repair from the individual.

The installation of equipment for research, teaching or functionality of department must be approved by FM prior to purchase to ensure technical specifications can be met.