



## Policy Directory

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

## **Routine and Planned Maintenance Policy**

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### Policy:

Routine maintenance requests should be submitted via work order system. Routine requests will be charged back monthly if funds and materials are readily available.

Facilities Management (FM) will, upon request, provide planned work estimates to use in preparation of their budget requests. Departments shall generally budget for the total cost of all materials, labor, equipment and/or contracted services.

### **LABOR RATES (30 MINUTE MINIMUM CHARGES)**

Rates for labor (30-minute minimum charge):

<b>Trade</b>	<b>Rate</b>	<b>Overtime Rate</b>
Custodian	\$10.00/hour	\$15.00/hour
Electrician	\$20.00/hour	\$30.00/hour
HVAC Technician	\$20.00/hour	\$30.00/hour
Plumber	\$15.00/hour	\$22.50/hour
Carpenter	\$15.00/hour	\$22.50/hour
Laborer	\$10.00/hour	\$15.00/hour

Rates for labor are subject to change.