



DFS BILLING POLICY

| | | | |
|---------------|---|-----------|------------------|
| Area: | Division of Facilities Services | Number: | |
| Applies To: | All University Faculty, Staff, and Students | Issued: | October 21, 2020 |
| Sources: | | Revised: | October 22, 2020 |
| | | Reviewed: | |
| Policy Owner: | Associate Vice President, Facilities | Page(s): | 3 |

I. Purpose

To define billable versus non-billable work performed by the Division of Facilities Services.

II. Policy Statement

The Division of Facilities Services receives funding from multiple sources, including state funds and GO Bonds. Depending on the type of work being performed and the location it is performed in, some or all costs incurred may be the responsibility of the requesting departments and not the Division of Facilities Services.

III. Exclusions

None.

IV. Procedures

Resident Instruction Space

Resident Instruction (RI) Space is any campus space for which the University receives state funding or GO Bonds. RI space excludes Auxiliary spaces (Dining, Housing, Parking & Transportation, Bookstore, Health Services, Mail Room, Print Shop), and Athletic/Extramural Spaces that do not also house academic functions.

Funding for RI space is provided by the State and covers routine operations, maintenance and repairs. Funding does not cover items such as alterations to spaces; non-fixed asset repairs; non-fixed asset equipment installation or relocation; or repair, replacement or movement of non-academic and non-common area fixtures or furnishings.

Below is a guide to assist you in determining whether a request will be billable to your department. This list is not all-inclusive, and any questions concerning whether your department will incur a charge should be directed to the Service Response Center for your campus.

| Item | Facilities Services | Departmental |
|--|---------------------|--------------|
| Building structure – roofs, walls, windows, doors, floors, hardware | X | |
| Building systems – electrical, plumbing, heating, steam lines, air conditioning, fire suppression and alarm systems, exhaust | X | |
| Landscape, grounds, sidewalks, University-owned streets, ponds | X | |
| Lighting – excludes lighting specific to theaters in the PAC, Jenkins Hall, Foy Building and Fine Arts Building | X | |
| Elevators | X | |
| Flooring that meets or exceeds the duration of useful life | X | |
| Setups for University events | X | |
| Pest Control | X | |
| Waste and Recycling Costs | X | X |
| Custodial Services – non-standard | | X |
| Indoor Air Quality Tests ordered by EHS | X | |
| Window Blinds – when broken | X | |
| Utilities | X | X |
| Office and conference room furniture | | X |
| Kitchen/breakroom equipment | | X |
| Laboratory equipment, cold boxes, specialized lab systems no considered fixed assets | | X |
| Alteration of space | | X |
| Relocation of furniture not associated with a renovation | | X |
| Classroom furniture, whiteboards, blackboards | X | |
| Wall art and pictures | X | |
| Painting other than scheduled maintenance | | X |
| Changing locks/replacing keys | | X |

| | | |
|--|---|---|
| Interior building signage updates not associated with a project | | X |
| Changes to building systems due to the purchase of new equipment | | X |
| Requests for additional power outlets/moving outlets | | X |
| Exterior Signage | X | |

Non-Resident Instruction Space

All standard facilities operations provided by DFS to non-RI space, excluding utilities, will be charged or billed either through a pre-determined allocation or a monthly bill. Departments occupying non-RI space that will be billed through an allocation include all Auxiliary Services (Housing, Food Services, Parking & Transportation, Health Services, Bookstore, Mail Room, Card Services, Print Shop). Athletics/Extramurals (for spaces not having an academic function), and tenants of University space (based on individual lease agreements) will be billed monthly. In some cases, non-RI space can include the building envelope, infrastructure supply lines from meter locations to trunk lines, and associated parking areas.

Method of Billing

Projects

All projects related to University property, whether designated as RI space or non-RI space, are run through the Facilities Planning, Design and Construction Department within DFS. No project will be initiated without a valid speed chart number and the project must be fully funded at the time the project is initiated. Departments requesting projects are responsible for **all costs** associated with the project, including testing, contingency and office relocations. Departments should be aware that, should a project cross fiscal years, they must account for any additional charges in the new fiscal year budget. Invoices related to projects will be applied directly to the provided speed chart by Financial Accounting. The assigned Project Manager with FPDC is responsible for managing the budget and updating the requestor.

Utilities

Utilities are billed to non-RI space and associated departments in one of two ways:

1. When separate metering is possible, departments are billed directly for their utility usage. Usage is subsequently tracked by DFS for annual usage reporting to the University.
2. When separate metering is not possible, departments are billed on an industry standard cost/sf and associated fees.

Non-Standard Facilities Operations

All non-standard facilities operations are managed via billable work orders and are tracked for labor (to include overtime when applicable) and materials, and billed through our work order system. Individuals will be billed monthly when all charges are reconciled and the work orders are verified complete. In cases where work is subcontracted to a vendor, a purchase order will be assigned and the department will be asked for a valid speed chart number. Invoices will then be billed directly to that speed chart once work is verified as complete.

Labor rates (standard hourly) are calculated as the average labor rate by trade at the start of each fiscal year.