

What is a recharge?

A recharge is an inter-department bill for work requested that doesn't fall under the Facilities Operations and Maintenance budget.

What constitutes a recharge?

Any work request that is not related to the maintenance of state-funded buildings and grounds. [FM State-Funded & Billable Services](#)

What are the recharge rates per trade?

Click on the link to see [Trade Recharge Rates](#).

Understanding your billing?

Recharges consist of all materials, supplies and time dedicated to your job request. This includes time spent working on site and in the shops, traveling to and from the work site and travel into town to pick up supplies. Tools, vehicle usage, supervision and any other employee-related expense is included in the hourly recharge rate.

When should I expect my bill?

Recharges are typically received by the end of the month, following the month in which the project was completed.

Who do I contact if I have a billing discrepancy/question?

All requests to review a recharge should be submitted to your departmental Business Officer. Review requests must be submitted promptly and no later than 4 weeks after the charge.