



## Facilities Management State-Funded and Billable Services

Facilities Management receives funding to provide maintenance in eligible state-supported areas only, per UCOP guidelines. State-supported areas, assets, and facilities are those that are open for use by the public and are not assigned to, occupied by, or dedicated to a specific departments. The following is a *partial* list of the services typically funded by Facilities Management and those services which are billable for state funded space. All services for non-state funded space is billable.

These are examples and this list is not comprehensive. If the service you need is not listed, contact FMHelp at 209-228-2986 to ascertain whether or not it is state supported.

Service Type	Centrally Funded Services in Public Common Areas	Billable Services
<p style="text-align: center;"><b>Building Custodial</b></p>	<ul style="list-style-type: none"> <li>•Routine cleaning services performed in general use spaces such as lobbies, corridors, restrooms, and other public areas</li> <li>•Routine cleaning services in labs, offices, classrooms, and other supported areas</li> <li>•Routine scheduled pest control</li> <li>•Exterior window washing when funding allocation for this service is provided</li> </ul>	<ul style="list-style-type: none"> <li>•Carpet shampoo/cleaning, floor strip and wax in all departmental-occupied, non-public spaces</li> <li>•Event support</li> <li>•Cleaning services in addition to routine request</li> <li>•Spill clean-up in department spaces</li> <li>•Project clean-up over and above routine cleaning</li> <li>•Special requests such as additional trash cans, walk-off mats, special cleanup above and beyond established routine cleaning</li> <li>•Trash removal of irregular items or excessive accumulations above and beyond everyday norms</li> <li>•Interior window washing</li> </ul>
<p style="text-align: center;"><b>Carpentry</b></p>	<ul style="list-style-type: none"> <li>•Baseboard repairs</li> <li>•Ceiling tile replacement and repair</li> <li>•Door repairs</li> <li>•Drywall and plaster repairs</li> <li>•Door closers</li> <li>•Doorstop installation</li> <li>•Restroom partitions</li> </ul>	<ul style="list-style-type: none"> <li>•Construction, repair, and/or installation of cabinets, bookshelves, and miscellaneous casework</li> <li>•Door replacements and/or conversions within controlled space</li> <li>•Earthquake restraints: shelves, cabinets, gas cylinders, bookshelves, file cabinets, freezers, or other such furniture or equipment</li> <li>•Picture framing, picture hanging, white board / chalk board installations or moving</li> </ul>

	<ul style="list-style-type: none"> <li>•Floor tile repair and replacement in public spaces</li> <li>•Replacement and/or repair of carpets, linoleum, vinyl floors, wooden floors, and other floor surfaces in public spaces</li> <li>•Furniture repair in public spaces</li> <li>•Mirror replacements in restrooms and public spaces</li> <li>•Wooden railings and steps repair and replacement</li> <li>•Stair tread, guard replacements, safety strips</li> <li>•Window and glass repairs on building exteriors</li> </ul>	<ul style="list-style-type: none"> <li>•Office furniture repair</li> <li>•Hanging of screens or special projection equipment</li> <li>•Mirror installation or moving</li> <li>•Replacement and/or repair of carpets, linoleum, vinyl floors, wooden floors, and other floor surfaces in departmental spaces</li> <li>•Purchase and/or installation, maintenance and repairs of venetian blinds or draperies</li> </ul>
<p style="text-align: center;"><b>Electrical</b></p>	<ul style="list-style-type: none"> <li>•Ballast replacement (facility lighting)</li> <li>•Intermittent circuit breaker resets, repair or replacement not due to overloading</li> <li>•Electrical distribution repair</li> <li>•Emergency generator and circuit service serving state supportable spaces</li> <li>•Emergency lighting</li> <li>•Facility fixture cleaning and building re-lamping</li> <li>•Building facility lighting control systems</li> <li>•Fume Hood lighting</li> </ul>	<ul style="list-style-type: none"> <li>•Lighting requests for services above baseline</li> <li>•Breaker resets due to overloading of circuit</li> <li>•Additional outlets and circuit requests</li> <li>•Cord replacement and/or repair</li> <li>•Desk lamps and relamping</li> <li>•Departmental display case lighting installation, repair, and relamping</li> <li>•Intercom repairs and installation</li> <li>•Department-owned equipment installation and hook-up</li> <li>•Temporary power installations</li> <li>•Special lighting requests such as UV lamps, dark room lamps</li> <li>•Maintenance and repair of departmental power conditioners and emergency power systems, e.g., uninterruptible power supply (UPS)</li> <li>•Maintenance and repair of dedicated departmental equipment and appliances</li> </ul>

<p>Elevator</p>	<ul style="list-style-type: none"> <li>•All general elevator maintenance and repair</li> </ul>	<ul style="list-style-type: none"> <li>•Special use lifts within specific departments</li> <li>•Special Requests such as opening cab ceiling to allow transportation of large furniture or equipment</li> </ul>
<p>Fire and Life Safety</p>	<ul style="list-style-type: none"> <li>•Fire extinguishers, hoses, cabinets, sprinklers</li> <li>•Fire alarms I smoke detectors and system monitoring</li> </ul>	<ul style="list-style-type: none"> <li>•Additional protective devices beyond code requirements</li> </ul>
<p>General Maintenance</p>	<ul style="list-style-type: none"> <li>•Brick, mortar, cement inspection</li> <li>•Public space inspection</li> <li>•Graffiti removal</li> </ul>	<ul style="list-style-type: none"> <li>•Moving services of equipment, furniture, uncrating, demolition, etc.</li> <li>•Hanging / Placing pictures, signs, etc</li> <li>•Uncrating / Crating</li> </ul>
<p>Landscaping Services</p>	<ul style="list-style-type: none"> <li>•General landscape maintenance of non-dedicated landscape areas</li> <li>•Hardscape maintenance</li> <li>•Tree trimming, removal, and replacement</li> <li>•Litter pickup</li> <li>•Road and walkway maintenance and repair</li> <li>•Irrigation system installation and repair</li> <li>•Exterior planter beds and containers not specifically assigned to a department</li> </ul>	<ul style="list-style-type: none"> <li>•Project related landscape needs or repair of damage caused by project work</li> <li>•Special requests for plantings or color changes</li> <li>•Parking lot maintenance and cleanup</li> <li>•Special event preparation and cleanup</li> <li>•Damage and vandalism to existing landscaping and irrigation systems</li> </ul>
<p>Lock &amp; Access</p>	<ul style="list-style-type: none"> <li>•Repair and replacement of architectural door hardware: standard locksets, key cylinders, closers, door operators, and exit devices located in public spaces</li> <li>•Installation and maintenance of Electronic Access Control systems for non-dedicated exterior and public spaces</li> <li>•Door alarm installation and maintenance in public spaces</li> <li>•Programming Cat Cards for card readers in public spaces</li> <li>•Door maintenance</li> <li>•ADA door access controls</li> </ul>	<ul style="list-style-type: none"> <li>•Electronic access control installation,* maintenance, and repair, dedicated to departmental space or program *Locks and security systems installed only after Fire Marshal, Public Safety and Facilities and approval is acquired by customer.</li> <li>•Dedicated intrusion/freezer alarm installation,* maintenance, and repairs</li> <li>•Key fabrication</li> <li>•Lock re-keying, installation</li> <li>•Window, cabinet, file, desks and other casework</li> </ul>

		<ul style="list-style-type: none"> <li>•Unlocking cabinets, desks, and other casework</li> <li>•Lockouts** <ul style="list-style-type: none"> <li>**For security purposes, FM must verify customer's right to access an area during business hours.</li> </ul> </li> <li>•Repair/replacement of locks on interior office doors</li> <li>•Security alarm reports</li> </ul>
Mechanical	<ul style="list-style-type: none"> <li>•Building fans</li> <li>•Fume hood maintenance</li> </ul>	<ul style="list-style-type: none"> <li>•Dedicated fans</li> <li>•Animal bedding systems</li> <li>•Dedicated humidifiers</li> </ul>
Painting	<ul style="list-style-type: none"> <li>•Painting is done in public spaces, as needed</li> </ul>	<ul style="list-style-type: none"> <li>•Routine painting and refinishing of all non-state space</li> <li>•Parking lot painting and restriping</li> <li>•Vinyl and/or wallpaper installation or repair</li> </ul>
Plumbing	<ul style="list-style-type: none"> <li>•Restroom equipment maintenance and repair/replacement</li> <li>•Drinking fountains in public spaces</li> <li>•Emergency eyewash/shower maintenance</li> <li>•Facility wide utility systems</li> </ul>	<ul style="list-style-type: none"> <li>•Laboratory equipment hook-up and/or installation</li> <li>•Installation and/or maintenance of dedicated laboratory systems: DI Water, waste systems, cooling systems, vacuum systems, gases, etc.</li> <li>•Installation of experimental laboratory equipment</li> <li>•Clogged sinks and/or drains due to customer operations</li> <li>•Water filter installation and/or maintenance</li> </ul>
Refrigeration / HVAC	<ul style="list-style-type: none"> <li>•Main Building chillers</li> <li>•Main Building air conditioning units, thermostats and controls</li> <li>•Preventative Maintenance (not repairs) of building walk-in boxes not dedicated to departments</li> </ul>	<ul style="list-style-type: none"> <li>•Dedicated air conditioning units</li> <li>•Dedicated fan coil units</li> <li>•Dedicated chillers</li> <li>•Refrigerators</li> <li>•Freezers</li> <li>•Freezer rental</li> </ul>

		<ul style="list-style-type: none"> <li>•Ice machines</li> <li>•Walk-in boxes repairs</li> </ul>
Refuse and Recycling	<ul style="list-style-type: none"> <li>•Routine recycling material pickup (Custodial)</li> </ul>	<ul style="list-style-type: none"> <li>•Excessive or unusual recycling materials pickup</li> <li>•Bulk waste or waste not in receptacles</li> <li>•Project, event, etc waste</li> <li>•Wooden pallets and excessive or non-flattened cardboard or packing materials</li> <li>•Furniture and special item pickup</li> </ul>
Signage	<ul style="list-style-type: none"> <li>•These services are provided to the campus community on a billable basis, unless specifically done as part of New Construction or a funded remodel project</li> </ul> <p>Note: Signage standards have been established by the University to insure consistency and compliance with ADA Guidelines.</p>	<ul style="list-style-type: none"> <li>•Signage, name plates, holders</li> </ul>
Structural Maintenance	<ul style="list-style-type: none"> <li>•Roof maintenance and repairs</li> <li>•Structural waterproofing</li> <li>•Building window leaks and caulking</li> <li>•Gutter and downspout maintenance</li> </ul>	