University of Oregon

Campus Planning and Facilities Management



Book of Services

A Reference Guide

Table of Contents

Introduction	3
Funding Responsibilities	3
Buildings/General Furnishings	4
Building Systems	5-6
Hazardous Materials	6
Mechanical Equipment	7
Landscape Maintenance	8
Miscellaneous Services	9-10
Campus Utilities	10-11
Mobile Equipment Shop	. 11

Introduction

This document serves as a general guide for determining the financial responsibility for maintenance, repairs, and other related services to University of Oregon academic and general education buildings. It does not address auxiliaries, services centers, or some other units, which are managed as self-supporting units that are charged for services.

Campus Planning and Facilities Management (previously Campus Operations along with Campus Planning, Design and Construction), is responsible for constructing and maintaining the structure and infrastructure of the main campus buildings and grounds within a prescribed budget. Campus Planning and Facilities Management (CPFM) includes Campus Planning, Facilities Services, Utilities and Energy (formerly Central Power Station), Design and Construction, and Office of Sustainability.

This guide provides a broad overview of funding responsibilities for the basic services provided by CPFM. Skilled trades personnel in the Facilities Services unit will perform the work. If you have questions about services not listed, please contact our Customer Service Center at (541) 346-2319.

CPFM conforms to the 'Campus Construction Standards', which can be accessed at: http://cpdc.uoregon.edu/policies-and-documents/policies-and-documents/standards.

As a campus-wide practice, CPFM is the **sole provider** of alteration, maintenance, and repair of facilities at the University of Oregon. This practice is in place to minimize the incidence of statutory and regulatory violations, maintain standards of quality and appearance, provide appropriate coordination of work, maintain a safe work environment, and preserve the integrity of structures and systems.

Funding Responsibilities

This guide identifies the campus policies for financial responsibility for the CPFM facility management, remodel, maintenance, and repair services listed. CPFM receives an annual appropriation of central funds for basic maintenance and operations of campus academic facilities.

"CPFM Responsibility" signifies funding by the CPFM general fund annual budget. "Department Responsibility" signifies funding by the department being serviced, which is billed to the department's index. Services that are requested can be called in to (541) 346-2319 or emailed to csc@uoregon.edu or submitted on-line on the CPFM website under the 'about' tab/Submit a Self-Service Request. A work order will be generated by CPFM. Designation as a "department funding responsibility" does not imply that work may be performed or managed by departments.

Funding responsibilities outlined in this guide do not replace existing Memoranda of Understanding between CPFM) and individual departments on specified facilities or processes.

Buildings/General Furnishings

CPFM, through Facilities Services, provides routine maintenance and repairs to university buildings and to general building furnishings in public areas, restrooms, classrooms and general university teaching labs. Departments are responsible for funding maintenance and repairs in departmental teaching spaces, offices, research labs, storage spaces. Any work associated with a remodel is the responsibility of the department.

CPFM FUNDING	DEPARTMENT FUNDING	NOTES & REFERENCES
RESPONSIBILITY	RESPONSIBILITY	110125 W 121 2221 (025
CEILINGS	CEILINGS	CEILINGS
Drywall , suspended acoustic tile & specialty systems		
DOORS	DOORS	DOORS
Doors, locks, closures and related hardware ADA accessibility approved doors for exterior entrances and approved and public areas	Lock changes and re-keys to meet departmental needs Overhead coiling grills Door hardware and equipment associated with specialty locking systems	Security improvements will have oversight by Campus Vulnerability Assessment Team (CVAT)
FLOORS	FLOORS	FLOORS
Repair and replace as determined by Facilities Services staff for purposes of maintenance, repair and safety	FLOORS	Departmental funding responsibility also includes carpet that is considered old, by users, in departmental assigned spaces. All work must be coordinated through CPFM
FURNISHINGS Maintain and replace existing furniture in	FURNISHINGS Departmental furnishings and equipment	FURNISHINGS
compliance with ADA in public areas and centrally controlled classrooms including chairs, tables, desks, clocks and waste receptacles	including chairs, tables, desks, shelving, bulletin boards and art. Appliances including dishwashers, ranges/stoves, microwaves, portable heaters, or any non-permanent (affixed) appliances. Includes all electrical, plumbing and installation Furniture in departmentally controlled classrooms and other department spaces	
LOADING DOCK	LOADING DOCK	LOADING DOCK
Bumpers Mechanical dock levelers	Additional lifts for exclusive departmental use	Overhead coils and grill are maintained by CPFM. Security grills are maintained by Department of lessee (i.e. catering. Departmental Funding responsibility includes ALL infrastructure that supports requested lifts
PAINTING In public areas and centrally controlled	PAINTING Office Areas and departmental suites	PAINTING Public areas are painted on a revolving 10-year
classrooms to the degree possible through the	Office Areas and departmental suites	
annual budget and schedule		schedule. All painting is to be coordinated through CPFM.
ROOFS	ROOFS	through CPFM. ROOFS
ROOFS Repair of leaks (unless covered by warranty)		through CPFM. ROOFS Warranty work to be coordinated by CPFM Personnel
ROOFS Repair of leaks (unless covered by warranty) SIGNAGE	SIGNAGE	through CPFM. ROOFS Warranty work to be coordinated by CPFM Personnel SIGNAGE
ROOFS Repair of leaks (unless covered by warranty) SIGNAGE Interior signage in public areas for identification purposes	SIGNAGE Existing departmental signage and signage holders including department directories in lobbies, desk nameplates, nameplate insertions, and special building signs	through CPFM. ROOFS Warranty work to be coordinated by CPFM Personnel
ROOFS Repair of leaks (unless covered by warranty) SIGNAGE Interior signage in public areas for identification purposes Exterior building identification signage Building physical address sign	SIGNAGE Existing departmental signage and signage holders including department directories in lobbies, desk nameplates, nameplate insertions, and special building signs Departmental changes to sign wording	through CPFM. ROOFS Warranty work to be coordinated by CPFM Personnel SIGNAGE All signs to be coordinated through CPFM to ensure conformity with Campus standards.
ROOFS Repair of leaks (unless covered by warranty) SIGNAGE Interior signage in public areas for identification purposes Exterior building identification signage Building physical address sign STAIRS	SIGNAGE Existing departmental signage and signage holders including department directories in lobbies, desk nameplates, nameplate insertions, and special building signs	through CPFM. ROOFS Warranty work to be coordinated by CPFM Personnel SIGNAGE All signs to be coordinated through CPFM to
ROOFS Repair of leaks (unless covered by warranty) SIGNAGE Interior signage in public areas for identification purposes Exterior building identification signage Building physical address sign STAIRS Includes ADA ramps or lifts WINDOWS & WINDOW COVERINGS	SIGNAGE Existing departmental signage and signage holders including department directories in lobbies, desk nameplates, nameplate insertions, and special building signs Departmental changes to sign wording STAIRS WINDOWS & WINDOW COVERINGS	through CPFM. ROOFS Warranty work to be coordinated by CPFM Personnel SIGNAGE All signs to be coordinated through CPFM to ensure conformity with Campus standards.
ROOFS Repair of leaks (unless covered by warranty) SIGNAGE Interior signage in public areas for identification purposes Exterior building identification signage Building physical address sign STAIRS Includes ADA ramps or lifts	SIGNAGE Existing departmental signage and signage holders including department directories in lobbies, desk nameplates, nameplate insertions, and special building signs Departmental changes to sign wording STAIRS	through CPFM. ROOFS Warranty work to be coordinated by CPFM Personnel SIGNAGE All signs to be coordinated through CPFM to ensure conformity with Campus standards. STAIRS

Building Systems

CPFM FUNDING	DEPARTMENT FUNDING	NOTES & REFERENCES
RESPONSIBILITY	RESPONSIBILITY	
ELECTRICAL/LIGHTING	ELECTRICAL/LIGHTING	ELECTRICAL/LIGHTING
Electrical power to campus	Departmental display cases and task lighting, greenhouse lights, and dark room lighting	New emergency electrical generators required for special departmental equipment are funded by the department (or Capital Project) and maintained by CPFM at departmental expense. CPFM shall approve all emergency generator installations
Repair & replacement of general and outdoor lighting	Exterior outlets for electric vehicle plug-in charging stations	Electrical support will reset breaker the first time. After that, it will be a departmental
Emergency egress lighting	New and specialized equipment, including circuit extensions, breakers, and related cables	expense.
Emergency generator maintenance		
Electric door openers for ADA accessibility	Upgraded lights such as LED, induction, full spectrum, etc.	
Replace broken switches and receptacles		
Repair faulty wiring	Nuisance breaker trips due to unauthorized equipment	
ELEVATOR and LIFTS CPFM Responsibility	ELEVATOR and LIFTS	ELEVATOR and LIFTS
HEATING, COOLING and	HEATING, COOLING and VENTILATING	HEATING, COOLING and VENTILATING
VENTILATING SYSTEMS (HVAC) Boilers and Chillers located in building	SYSTEMS (HVAC) Departmentally controlled HVAC	SYSTEMS (HVAC) Only CPFM Personnel shall be issued keys to
mechanical rooms	Departmentally controlled 11 v / C	building mechanical rooms
Constant Temperature Rooms	Departmental local compressors and systems and air dryers (e.g. in Constant Temperature	Window mounted Air Conditioning units must be approved by the Planning Department.
Ductwork	Rooms)	Departments have the option to purchase stand
Exhaust Fans	Air Conditioning units	alone, internal AC units, referred to as R2D2 units. These units and installation must be
Fume Hoods	AC units and heaters and associated electrical upgrades to accommodate department requests	coordinated through CPFM. Any electrical or venting modifications will be departmental financial responsibility. CPFM does not perform
	Specialized HVAC requirements for department IT server rooms	maintenance on R2D2 equipment.
Laboratory steam and associated piping/valves		
Laboratory vacuum and associated piping/valves Radiators and associated traps/piping/valves		
Thermostats sensors Ventilation Fans Control Systems		
PLUMBING	PLUMBING	PLUMBING
Backflow devices Compressed air piping/valves Drinking Fountains	Installation or modification of piping and valves for departmental needs	CPFM provides "fume hood utilities" to the fume hood only. Any additional regulators or other accessories will be departmental financial
Emergency shower/eyewash stations Exterior decorative water fountains	Cooling water or systems to departmentally owned equipment	responsibility. Specifications of afore mentioned devices must be vetted through
Exterior storm drains Fume hood utilities (Gad, N2,R.O., water)	Departmentally deionized water systems	CPFM.
Gutters, rain drains Natural Gas piping/valves	Instant hot water heaters; installation and maintenance	CPFM is responsible for building systems to
Nitrogen piping/valves Reverse Osmosis (R.O.) and Deionized (D.I) water/piping/valves		point of demarcation (shutoff valve serving the hosing or piping connections to equipment)
Sinks/Faucets and associated piping/valves	Water lines to departmental labs, kitchens, refrigerators, coffee pots, and any other	
Sump pumps	infrastructure necessary for operation, such as	
	specialized or dedicated electrical circuits	

Building Systems (continued)

CPFM FUNDING RESPONSIBILITY	DEPARTMENT FUNDING RESPONSIBILITY	NOTES & REFERENCES
PREVENTIVE MAINTENANCE	PREVENTIVE MAINTENANCE	PREVENTIVE MAINTENANCE
Preventive maintenance on buildings and systems Exterior envelope washing and sealing	Required preventive maintenance on department specific equipment	
SECURITY SYSTEMS	SECURITY SYSTEMS	SECURITY SYSTEMS
Exterior access control systems such as AMAG for publicly accessible academic buildings	Access control (proximity readers Alarm Systems (i.e. burglary, intrusion) Camera Systems, Network Data Storage Panic/duress systems	Security Systems will be implemented with oversight from Campus Vulnerability Assessment Team (CVAT)

Hazardous Materials

The Environmental Health and Safety Department, within the Safety and Risk Services unit, works in collaboration with CPFM to provide the safety related services listed below. Any work associated with a remodel is the responsibility of the department.

ENVIRONMENTAL HEALTH & SAFETY FUNDING RESPONSIBILITY	DEPARTMENT FUNDING RESPONSIBILITY	NOTES & REFERENCES
If asbestos, hazardous waste and lead based paint becomes damaged, CPFM will replace	Damage incurred due to department's equipment or personnel negligence	

Mechanical Equipment

Facilities Services provides routine maintenance and repairs of existing mechanical equipment installed as part of the building or building systems of campus facilities. Equipment installed specifically for departmental use require departmental funds to repair or replace. (see list below). Departmental funds are responsible for equipment inventoried to departments. Facilities Services will maintain and/or monitor equipment or systems as identified in active Memoranda of Understanding between CPFM (previously Campus Operations) and individual departments. Any work associated with a remodel is the responsibility of the department.

CPFM FUNDING RESPONSIBILITY	DEPARTMENT FUNDING RESPONSIBILITY	NOTES & REFERENCES
BACKFLOW PREVENTERS	BACKFLOW PREVENTERS	BACKFLOW PREVENTERS
Backflow preventers associated with departmental equipment, including preventative maintenance and required testing	Installation of backflow preventers associated with departmental equipment	
HOISTS	HOISTS	HOISTS
Motorized chain hoists used for teaching or research that require inspection	Non-inspected hoists and cranes	
HOODS	HOODS	HOODS
Maintenance of eexisting fume and heat capture hoods, movable exhaust collectors, and their associated fans	Flammable liquid cabinets	
	Biological safety cabinets	
	HEPA filter disposal/installation	
	New fume hoods, heat capture hoods, exhaust collectors and associated fans	
RESEARCH RELATED EQUIPMENT	RESEARCH RELATED EQUIPMENT	RESEARCH RELATED EQUIPMENT
Maintain and/or monitor equipment or spaces identified in active Memoranda of Understanding between CPFM (previously Campus Operations) and individual departments.	Equipment connected via hoses/plug-in connection or portable equipment not substantially connected to the building such as:	
	Autoclaves	
	Cage Washers	
	Centrifuges	
	Dehumidifiers (lab specific)	
	Freezers	
	Growth Chambers	
	Teaching Space Hoods Ice Machines (including plumbing, piping,	
	connections and condensate drain) Incubators	
	Laboratory Apparatus	
	Refrigerators	
	Steam Kettles	
	Sterilizers	
	Vacuum Chambers	
	Walk-in Coolers	

Landscape Maintenance

Facilities Services provides routine care and maintenance of the University of Oregon campus exterior grounds. Basic services for hardscape, irrigation systems, landscape and horticulture, landscape features and furnishings, and utility locates are shown below. All departmental improvements to the exterior environment must be approved by CPFM prior to the work being done. Any work associated with a remodel is the responsibility of the department.

RESPONSIBILITY RESPONSIBLET RESPONSIBILITY RESPONSIBLITE RESPONSIBLITE RESPONSIBLITE RESPONSIBLITE RESPONS RESPONSIBILITY RESPONSIBLET RESPONSIBLET RESPONSIBILITY RESPONSIBLET RESPONSIBILITY RESPONSIBLET RESPONSIBLET RESPONS RESPONSIBILITY RESPONSIBLET RESPONSIBLET RESPONSIBLET RECATION SERVICES REGATION SERVICES REGATION SERVICES REGATION SERVICES RESPONSIBLET RESPONSI	CDEM EUNDING		NOTES & DEPENDENCES
HARDSCAPE Including routine maintenance, repair or replacement of: Concrete slabs Driveways Landings Paver areas Retaining walk Stops Streets and roads (access and service) Walkways INCLEMENT WEATHER SERVICES Catch basin cleaning Devicing or sanding of walkways and ADA Devicing or sanding or sanding walkways and ADA Devicing	CPFM FUNDING	DEPARTMENT FUNDING	NOTES & REFERENCES
Including routine maintenance, repair or replacement of: Concrete slabs Driveways Laurdings Paver areas Retaining walls Sleps Streets and roads (access and service) Walkways INCLEMENT WEATHER SERVICES Carch basin cleaning De-icing or sanding of walkways and ADA access. Debris and snow removal Sanding of hardscape surfaces IRRIGATION SERVICES Interior plants ANDSCAPE & HORTICULTURE Routine maintenance of: Planting Bels Shrubs Maintenance within research compounds or special designation sites Landscape removation from requested Capital Improvement, Artificial turf areas Lawns, turf areas (passive & recreational) LANDSCAPE FEATURES & FURNISHINGS Routine maintenance, repair or replacement of: Benches (wood, metal, concrete) Bollards Gates and fences related to specialized departmental business functions Fences and gates Furnishings Fences and gates Parking and associated equipment when this is allowed. Fountains Water Features Handrails and guardrails Informative centers (klooks, map stations, marquis) Outdoor lighting and outdoor structures Recycling and trash receptacles, and enclosures with a cover	RESPONSIBILITY	RESPONSIBILITY	
Including routine maintenance, repair or replacement of: Concrete slabs Driveways Laurdings Paver areas Retaining walls Sleps Streets and roads (access and service) Walkways INCLEMENT WEATHER SERVICES Carch basin cleaning De-icing or sanding of walkways and ADA access. Debris and snow removal Sanding of hardscape surfaces IRRIGATION SERVICES Interior plants ANDSCAPE & HORTICULTURE Routine maintenance of: Planting Bels Shrubs Maintenance within research compounds or special designation sites Landscape removation from requested Capital Improvement, Artificial turf areas Lawns, turf areas (passive & recreational) LANDSCAPE FEATURES & FURNISHINGS Routine maintenance, repair or replacement of: Benches (wood, metal, concrete) Bollards Gates and fences related to specialized departmental business functions Fences and gates Furnishings Fences and gates Parking and associated equipment when this is allowed. Fountains Water Features Handrails and guardrails Informative centers (klooks, map stations, marquis) Outdoor lighting and outdoor structures Recycling and trash receptacles, and enclosures with a cover			
Including routine maintenance, repair or replacement of: Concrete slabs Driveways Laurdings Paver areas Retaining walls Sleps Streets and roads (access and service) Walkways INCLEMENT WEATHER SERVICES Carch basin cleaning De-icing or sanding of walkways and ADA access. Debris and snow removal Sanding of hardscape surfaces IRRIGATION SERVICES Interior plants ANDSCAPE & HORTICULTURE Routine maintenance of: Planting Bels Shrubs Maintenance within research compounds or special designation sites Landscape removation from requested Capital Improvement, Artificial turf areas Lawns, turf areas (passive & recreational) LANDSCAPE FEATURES & FURNISHINGS Routine maintenance, repair or replacement of: Benches (wood, metal, concrete) Bollards Gates and fences related to specialized departmental business functions Fences and gates Furnishings Fences and gates Parking and associated equipment when this is allowed. Fountains Water Features Handrails and guardrails Informative centers (klooks, map stations, marquis) Outdoor lighting and outdoor structures Recycling and trash receptacles, and enclosures with a cover			
Including routine maintenance, repair or replacement of: Concrete slabs Driveways Laurdings Paver areas Retaining walls Sleps Streets and roads (access and service) Walkways INCLEMENT WEATHER SERVICES Carch basin cleaning De-icing or sanding of walkways and ADA access. Debris and snow removal Sanding of hardscape surfaces IRRIGATION SERVICES Interior plants ANDSCAPE & HORTICULTURE Routine maintenance of: Planting Bels Shrubs Maintenance within research compounds or special designation sites Landscape removation from requested Capital Improvement, Artificial turf areas Lawns, turf areas (passive & recreational) LANDSCAPE FEATURES & FURNISHINGS Routine maintenance, repair or replacement of: Benches (wood, metal, concrete) Bollards Gates and fences related to specialized departmental business functions Fences and gates Furnishings Fences and gates Parking and associated equipment when this is allowed. Fountains Water Features Handrails and guardrails Informative centers (klooks, map stations, marquis) Outdoor lighting and outdoor structures Recycling and trash receptacles, and enclosures with a cover	HARDSCAPE	HARDSCAPE	HARDSCAPE
replacement of: Concrete slabs Driveways Landings Paver areas Retaining walls Steps Streets and roads (access and service) Walkways INCLEMENT WEATHER SERVICES Catch basin cleaning Decising or sanding of walkways and ADA access. BRIGATION SERVICES Quithe maintenance, repair or replacement Improvements LANDSCAPE & HORTICULTURE Routine maintenance of: Planting Beds Shrubs Trees Landscape provation from requested Capital Improvements Lawns, turf areas (passive & recreational) LANDSCAPE FEATURES & FURNISHINGS Routine maintenance, repair or replacement of: Benches (wood, metal, concrete) Bollards Fountine maintenance, repair or replacement of: Benches (wood, metal, concrete) Bollards Fountine maintenance, repair or replacement of: Benches (wood, metal, concrete) Bollards Fountine maintenance, repair or replacement of: Benches (wood, metal, concrete) Bollards Fountine maintenance, repair or replacement of: Benches (wood, metal, concrete) Bollards Fountains/Water Features Handrails and guardrails Informative centers (kiosks, map stations, marquis) Outdoor lighting and outdoor structures Recycling and trash receptacles, and enclosures with a cover		I I I I I I I I I I I I I I I I I I I	IIIIID)CIII D
Driveways Landings Paver areas Retaining walls Steps Streets and roads (access and service) Walkways INCLEMENT WEATHER SERVICES Catch basin cleaning De-cing or sending of walkways and ADA access. Routine maintenance, repair or replacement Debris and show removal Sanding of hardscape surfaces IRIGATION SERVICES Routine maintenance, repair or replacement LANDSCAPE & HORTICULTURE Routine maintenance of: Planting Beds Shrubs Maintenance within research compounds or special designation sites Landscape renovation from requested Capital Improvement. ALIANDSCAPE & HORTICULTURE Interior plants Memorial breast within research compounds or special designation sites Landscape renovation from requested Capital Improvement. Artificial turf areas Lawns, turf areas (passive & recreational) Landscape renovation from requested Capital Improvement. Artificial turf areas Lawns, turf areas (passive & recreational) Landscape renovation from requested Capital Improvement. Artificial turf areas Lambscape Features & FURNISHINGS Routine maintenance, repair or replacement of: Benches (wood, metal, concrete) Bollards Memorial benches, plaques and artwork Gates and fences related to specialized departmental business functions Fences and gates Parking and associated equipment when this is allowed. Temporary outdoor structures that are part of a specific academic program. Memorial benches, plaques and artwork Gates and fences related to specialized departmental business functions Parking and associated equipment when this is allowed. Temporary outdoor structures that are part of a specific academic program. Memorial benches, plaques and artwork Gates and fences related to specialized departmental business functions Conditions Policy IV.07.02 INCLEMENT WEATHER SERVICES INCLEMENT WEATHER SERVICES LANDSCAPE # HORTICULTURE LAN	replacement of:		
Landings Paver areas Retaining walls Steps Streets and roads (access and service) Walkways INCLEMENT WEATHER SERVICES Carch basin cleaning De-icing or sanding of walkways and ADA access. Debris and snow removal Sanding of hardscape surfaces IRRIGATION SERVICES IRRIGATION SERVICES Routine maintenance, repair or replacement LANDSCAPE & HORTICULTURE Routine maintenance of: Planting Beds Shrubs Trees Lawns, turf areas (passive & recreational) LANDSCAPE FEATURES & FURNISHINGS Routine maintenance, repair or replacement of: Benches (wood, metal, concrete) Bollards Fences and gates Fountains/Water Features Handrails and guardrails Informative centers (kiosks, map stations, marquis) Outdoor lighting and trash receptacles, and enclosures with a cover	Concrete slabs		
Paver areas Retaining walls Steps Streets and roads (access and service) Walk-ways INCLEMENT WEATHER SERVICES Catch basin cleaning Debris and snow removal Sanding of hardscape surfaces IRIGATION SERVICES Countine maintenance, repair or replacement Improvements Interior plants Memorial teres Shrubs Trees LambsCAPE & HORTICULTURE Routine maintenance of: Planning Beds Shrubs Lawns, turf areas (passive & recreational) LAWNS (urf areas (passive & recreational) LANDSCAPE EATURES & FURNISHINGS ROutine maintenance, repair or replacement of: Benches (wood, metal, concrete) Bollards Fences and gates Handrails and guardrails Informative centers (kiosks, map stations, marquis) Outdoor lighting and outdoor structures Recycling and trash receptacles, and enclosures with a cover	Driveways		
Retaining walls Steps Streets and roads (access and service) Walkways INCLEMENT WEATHER SERVICES Catch basin cleaning De-icing or sanding of walkways and ADA access. Debris and snow removal Sanding of hardscape surfaces IRRIGATION SERVICES IRRIGATION SERVICES IRRIGATION SERVICES IRRIGATION SERVICES IRRIGATION SERVICES IIRRIGATION SERVICES IIRR	Landings		
Steps Streets and roads (access and service) Walk-ways INCLEMENT WEATHER SERVICES CARth has in cleaning De-icing or sunding of walkways and ADA access. Debris and snow removal Sanding of hardscape surfaces IRIGATION SERVICES Routine maintenance, repair or replacement LANDSCAPE & HORTICULTURE LANDSCAPE & HORTICULTURE Routine maintenance of: Planting Beds Shrubs Trees Landscape renovation from requested Capital Improvements LANDSCAPE (Struk) Services Maintenance within research compounds or special designation sites Landscape renovation from requested Capital Improvement. Artificial turf areas Lawns, turf areas (passive & recreational) LANDSCAPE FEATURES & FURNISHINGS Routine maintenance, repair or replacement of: Benches (wood, metal, concrete) Bollards Gates and fences related to specialized departmental business functions Fences and gates Handrails and guardrails Informative centers (kiosks, map stations, marquis) Outdoor lighting and outdoor structures Recycling and trash receptacles, and enclosures with a cover	Paver areas		
Streets and roads (access and service) Walkways INCLEMENT WEATHER SERVICES Catch basin cleaning De-cing or standing of walkways and ADA access. Debris and snow removal Sanding of hardscape surfaces IRRIGATION SERVICES Routine maintenance, repair or replacement Cannot be surfaced by the surfaces of the surface of the	Retaining walls		
INCLEMENT WEATHER SERVICES INCLEMENT WEATHER SERVICES University of Oregon Closure of Facilities and De-icing or sanding of walkways and ADA access. Debris and snow removal Sanding of hardscape surfaces IRRIGATION SERVICES IRRIGAT	Steps		
Catch basin cleaning Decicing or sanding of walkways and ADA access. Debris and snow removal Sanding of hardscape surfaces Routine maintenance, repair or replacement LANDSCAPE & HORTICULTURE Routine maintenance of: Planting Beds Shrubs Shrubs LANDSCAPE EATURES & HORTICULTURE Landscape renovation from requested Capital Improvement. Artificial turf areas Lawns, turf areas (passive & recreational) LANDSCAPE FEATURES & FURNISHINGS Routine maintenance, repair or replacement of: Benches (wood, metal, concrete) Bollards Fences and gates Fountains/Water Features Fences and gates Fountains/Water Features Handrails and guardrails Informative centers (kiosks, map stations, marquis) Outdoor lighting and outdoor structures Recycling and trash receptacles, and enclosures with a cover	Streets and roads (access and service)		
Catch basin cleaning Decicing or sanding of walkways and ADA access. Debris and snow removal Sanding of hardscape surfaces Routine maintenance, repair or replacement LANDSCAPE & HORTICULTURE Routine maintenance of: Planting Beds Shrubs Shrubs LANDSCAPE EATURES & HORTICULTURE Landscape renovation from requested Capital Improvement. Artificial turf areas Lawns, turf areas (passive & recreational) LANDSCAPE FEATURES & FURNISHINGS Routine maintenance, repair or replacement of: Benches (wood, metal, concrete) Bollards Fences and gates Fountains/Water Features Fences and gates Fountains/Water Features Handrails and guardrails Informative centers (kiosks, map stations, marquis) Outdoor lighting and outdoor structures Recycling and trash receptacles, and enclosures with a cover	Walkways		
Catch basin cleaning De-icing or sanding of walkways and ADA access. Debris and snow removal Sanding of hardscape surfaces IRRIGATION SERVICES Routine maintenance, repair or replacement LANDSCAPE & HORTICULTURE Routine maintenance of: Planting Beds Shrubs Trees Landscape renovation from requested Capital Improvements Lawns, turf areas (passive & recreational) LANDSCAPE FEATURES & FURNISHINGS Routine maintenance, repair or replacement of: Benches (wood, metal, concrete) Bollards Fences and gates Handrails and guardrails Handrails and guardrails Informative centers (kiosks, map stations, marquis) Outdoor lighting and outdoor structures Recycling and trash receptacles, and enclosures with a cover	-	INCLEMENT WEATHER SERVICES	INCLEMENT WEATHER SERVICES
Debris and snow removal Sanding of hardscape surfaces IRRIGATION SERVICES Routine maintenance, repair or replacement LANDSCAPE & HORTICULTURE Routine maintenance of: Planting Beds Shrubs Landscape for reveal designation sites Landscape renovation from requested Capital Improvements Landscape renovation from requested Capital Improvements Landscape renovation from requested Capital Improvements Landscape renovation from requested Capital Improvement. Artificial turf areas Landscape renovation from requested Capital Improvement. Artificial turf areas Landscape renovation from requested Capital Improvement. Artificial turf areas Landscape renovation from requested Capital Improvement. Artificial turf areas Landscape renovation from requested Capital Improvement. Artificial turf areas Landscape renovation from requested Capital Improvement. Artificial turf areas Landscape renovation from requested Capital Improvement. Artificial turf areas Landscape renovation from requested Capital Improvement. Artificial turf areas Landscape renovation from requested Capital Improvement. Artificial turf areas Landscape renovation from requested Capital Improvement. Artificial turf areas Landscape renovation from requested Capital Improvement. Artificial turf areas Landscape renovation from requested Capital Improvement. Artificial turf areas Landscape renovation from requested Capital Improvement. Artificial turf areas Landscape renovation from requested Capital Improvement. Artificial turf areas Landscape renovation from requested Capital Improvement. Artificial turf areas Landscape renovation from requested Capital Improvement. Artificial turf areas Landscape renovation from requested Capital Improvement. Artificial turf areas Landscape renovation from requested Capital Improvement. Artificial turf areas Landscape renovation from requested Capital Improvement. Artificial turf areas Landscape renovation from requested Capital Improvement. Artificial turf areas Landscape renovation			University of Oregon Closure of Facilities and
Debris and snow removal Sanding of hardscape surfaces IRIGATION SERVICES Routine maintenance, repair or replacement LANDSCAPE & HORTICULTURE Routine maintenance of: Planting Beds Shrubs Lawrs, turf areas (passive & recreational) LANDSCAPE EATURES & Landscape renovation from requested Capital Improvements. Artificial turf areas Lawns, turf areas (passive & recreational) LANDSCAPE EATURES & FURNISHINGS Routine maintenance, repair or replacement of: Benches (wood, metal, concrete) Bollards Fences and gates Parking and associated equipment when this is allowed. Fountains/Water Features Handrails and guardrails Informative centers (kiosks, map stations, marquis) Outdoor lighting and outdoor structures Recycling and trash receptacles, and enclosures with a cover			Operations Policy IV.07.02
Randing of hardscape surfaces IRRIGATION SERVICES Routine maintenance, repair or replacement LANDSCAPE & HORTICULTURE Routine maintenance of: Planting Beds Shrubs Trees Landscape renovation from requested Capital Improvement. Artificial turf areas Lawns, turf areas (passive & recreational) LANDSCAPE FEATURES FURNISHINGS Routine maintenance, repair or replacement of: Benches (wood, metal, concrete) Bollards Benches (wood, metal, concrete) Bollards Fences and gates Farking and associated equipment when this is allowed. Fountains/Water Features Handrails and guardrails Informative centers (kiosks, map stations, marquis) Outdoor lighting and outdoor structures Recycling and trash receptacles, and enclosures with a cover			
Routine maintenance, repair or replacement LANDSCAPE & HORTICULTURE Routine maintenance of: Planting Beds Shrubs Landscape renovation from requested Capital Improvements Landscape renovation from requested Capital Improvements Landscape renovation from requested Capital Improvements Landscape renovation from requested Capital Improvement. Landscape renovation from requested Capital Improvement. Artificial turf areas Landscape renovation from requested Capital Improvement. Artificial turf areas Landscape FEATURES & Landscape FEATURES & FURNISHINGS Routine maintenance, repair or replacement of: Benches (wood, metal, concrete) Bollards Fences and gates Fences and gates Parking and associated equipment when this is allowed. Fountains/Water Features Handrails and guardrails Informative centers (kiosks, map stations, marquis) Outdoor lighting and outdoor structures Recycling and trash receptacles, and enclosures with a cover Irrigation upgrades from requested Capital Improvements LANDSCAPE & HORTICULTURE LANDSCAPE & LANDSCAPE FEATURES & LA			
Routine maintenance, repair or replacement LANDSCAPE & HORTICULTURE Routine maintenance of: Planting Beds Shrubs Memorial trees Maintenance within research compounds or special designation sites Landscape renovation from requested Capital Improvements Lawns, turf areas (passive & recreational) LANDSCAPE FEATURES & Landscape renovation from requested Capital Improvement. Artificial turf areas Landscape renovation from requested Capital Improvement. Artificial turf areas Landscape renovation from requested Capital Improvement. Artificial turf areas Landscape FEATURES & FURNISHINGS Routine maintenance, repair or replacement of: Benches (wood, metal, concrete) Bollards Fences and gates Parking and associated equipment when this is allowed. Fountains/Water Features Handrails and guardrails Informative centers (kiosks, map stations, marquis) Outdoor lighting and outdoor structures Recycling and trash receptacles, and enclosures with a cover Irrigation upgrades from requested Capital Interior plants Memorial trees LANDSCAPE FEATURES & LANDSCAPE FEATURES & FURNISHINGS FURNISHINGS Landscape renovation from requested Capital Improvements. Artificial turf areas Landscape renovation from requested Capital Improvements. Artificial turf areas Landscape renovation from requested Capital Improvements. Artificial turf areas Landscape renovation from requested Capital Improvements. Artificial turf areas Landscape renovation from requested Capital Improvements. Artificial turf areas Landscape renovation from requested Capital Improvements. Artificial turf areas Landscape renovation from requested Capital Improvements. Artificial turf areas Landscape renovation from requested Capital Improvements. Artificial turf areas Landscape renovation from requested Capital Improvements. Artificial turf areas Landscape renovation from requested Capital Improvements. Artificial turf areas Landscape renovation from requested Capital Improvements. Artificial turf areas Landscape renovation from requested	• •	IRRIGATION SERVICES	IRRIGATION SERVICES
Improvements LANDSCAPE & HORTICULTURE Routine maintenance of: Planting Beds Shrubs Trees Trees Landscape renovation from requested Capital Improvement. Artificial turf areas Landscape renovation from requested Capital Improvement. Artificial turf areas Landscape FEATURES & FURNISHINGS Routine maintenance, repair or replacement of: Benches (wood, metal, concrete) Bollards Fences and gates Fountains/Water Features Fountains/Water Features Handrails and guardrails Informative centers (kiosks, map stations, marquis) Outdoor lighting and outdoor structures Recycling and trash receptacles, and enclosures with a cover			IRRIGATION SERVICES
Routine maintenance of: Planting Beds Memorial trees Maintenance within research compounds or special designation sites Landscape renovation from requested Capital Improvement. Artificial turf areas Landscape FEATURES & LANDSCAPE FEATURES & FURNISHINGS Routine maintenance, repair or replacement of: Benches (wood, metal, concrete) Bollards Benches (wood, metal, concrete) Bollards Fences and gates Parking and associated equipment when this is allowed. Fountains/Water Features Handrails and guardrails Informative centers (kiosks, map stations, marquis) Outdoor lighting and outdoor structures Recycling and trash receptacles, and enclosures with a cover	rounie ilanicolario, repair or replacement		
Planting Beds Shrubs Maintenance within research compounds or special designation sites Landscape renovation from requested Capital Improvement. Artificial turf areas LANDSCAPE FEATURES & LANDSCAPE FEATURES & FURNISHINGS Routine maintenance, repair or replacement of: Benches (wood, metal, concrete) Bollards Fences and gates Functions Fences and gates Handrails and guardrails Informative centers (kiosks, map stations, marquis) Outdoor lighting and outdoor structures Recycling and trash receptacles, and enclosures with a cover		LANDSCAPE & HORTICULTURE	LANDSCAPE & HORTICULTURE
Shrubs Maintenance within research compounds or special designation sites Landscape renovation from requested Capital Improvement. Artificial turf areas Lawns, turf areas (passive & recreational) LANDSCAPE FEATURES & LANDSCAPE FEATURES & FURNISHINGS Routine maintenance, repair or replacement of: Benches (wood, metal, concrete) Bollards Fences and gates Fences and gates Fountains/Water Features Handrails and guardrails Informative centers (kiosks, map stations, marquis) Outdoor lighting and outdoor structures Recycling and trash receptacles, and enclosures with a cover Maintenance within research compounds or special designation sites Landscape renovation from requested Capital Improvement. Artificial turf areas LANDSCAPE FEATURES & LANDSCAPE FEATURES & FURNISHINGS Memorial benches, plaques and artwork Gates and fences related to specialized departmental business functions Parking and associated equipment when this is allowed. Temporary outdoor structures that are part of a specific academic program.	Routine maintenance of:	Interior plants	
Special designation sites Landscape renovation from requested Capital Improvement. Artificial turf areas Lawns, turf areas (passive & recreational) LANDSCAPE FEATURES & FURNISHINGS Routine maintenance, repair or replacement of: Benches (wood, metal, concrete) Bollards Fences and gates Fences and gates Fences and gates Parking and associated equipment when this is allowed. Fountains/Water Features Handrails and guardrails Informative centers (kiosks, map stations, marquis) Outdoor lighting and outdoor structures Recycling and trash receptacles, and enclosures with a cover	Planting Beds		
Lawns, turf areas (passive & recreational) LANDSCAPE FEATURES & LANDSCAPE FEATURES & FURNISHINGS Routine maintenance, repair or replacement of: Benches (wood, metal, concrete) Bollards Fences and gates Fountains/Water Features Handrails and guardrails Informative centers (kiosks, map stations, marquis) Outdoor lighting and outdoor structures Recycling and trash receptacles, and enclosures with a cover	Shrubs		
Lawns, turf areas (passive & recreational) LaNDSCAPE FEATURES & FURNISHINGS Routine maintenance, repair or replacement of: Benches (wood, metal, concrete) Bollards Fences and gates Parking and associated equipment when this is allowed. Fountains/Water Features Handrails and guardrails Informative centers (kiosks, map stations, marquis) Outdoor lighting and outdoor structures Recycling and trash receptacles, and enclosures with a cover	Trees	Improvement.	
LANDSCAPE FEATURES & FURNISHINGS Routine maintenance, repair or replacement of: Benches (wood, metal, concrete) Bollards Fences and gates Fences and gates Handrails and guardrails Informative centers (kiosks, map stations, marquis) Outdoor lighting and outdoor structures Recycling and trash receptacles, and enclosures with a cover LANDSCAPE FEATURES & FURNISHINGS Memorial benches, plaques and artwork Gates and fences related to specialized departmental business functions Parking and associated equipment when this is allowed. Temporary outdoor structures that are part of a specific academic program.		Artificial turf areas	
Routine maintenance, repair or replacement of: Benches (wood, metal, concrete) Bollards Fences and gates Fences and gates Fountains/Water Features Handrails and guardrails Informative centers (kiosks, map stations, marquis) Outdoor lighting and outdoor structures Recycling and trash receptacles, and enclosures with a cover Memorial benches, plaques and artwork Gates and fences related to specialized departmental business functions Parking and associated equipment when this is allowed. Temporary outdoor structures that are part of a specific academic program.		I ANDGGADE EFABUDEG 0	I ANDGGADE EE ADVIDEG O
Routine maintenance, repair or replacement of: Benches (wood, metal, concrete) Bollards Gates and fences related to specialized departmental business functions Fences and gates Parking and associated equipment when this is allowed. Temporary outdoor structures that are part of a specific academic program. Informative centers (kiosks, map stations, marquis) Outdoor lighting and outdoor structures Recycling and trash receptacles, and enclosures with a cover			
Bollards Gates and fences related to specialized departmental business functions Fences and gates Parking and associated equipment when this is allowed. Temporary outdoor structures that are part of a specific academic program. Informative centers (kiosks, map stations, marquis) Outdoor lighting and outdoor structures Recycling and trash receptacles, and enclosures with a cover	Routine maintenance, repair or replacement of:		I CHI (IBIII) (IB
Bollards Gates and fences related to specialized departmental business functions Fences and gates Parking and associated equipment when this is allowed. Temporary outdoor structures that are part of a specific academic program. Informative centers (kiosks, map stations, marquis) Outdoor lighting and outdoor structures Recycling and trash receptacles, and enclosures with a cover			
departmental business functions Parking and associated equipment when this is allowed. Fountains/Water Features Temporary outdoor structures that are part of a specific academic program. Informative centers (kiosks, map stations, marquis) Outdoor lighting and outdoor structures Recycling and trash receptacles, and enclosures with a cover			
Fountains/Water Features Handrails and guardrails Informative centers (kiosks, map stations, marquis) Outdoor lighting and outdoor structures Recycling and trash receptacles, and enclosures with a cover	Bollards		
Handrails and guardrails Informative centers (kiosks, map stations, marquis) Outdoor lighting and outdoor structures Recycling and trash receptacles, and enclosures with a cover	Fences and gates		
Informative centers (kiosks, map stations, marquis) Outdoor lighting and outdoor structures Recycling and trash receptacles, and enclosures with a cover	Fountains/Water Features		
marquis) Outdoor lighting and outdoor structures Recycling and trash receptacles, and enclosures with a cover	Handrails and guardrails		
Outdoor lighting and outdoor structures Recycling and trash receptacles, and enclosures with a cover	Informative centers (kiosks, map stations, marquis)		
with a cover	Outdoor lighting and outdoor structures		
	, ,		

Miscellaneous Services

Facilities Services performs the following services for general University buildings and departments. Any work associated with a remodel is the responsibility of the department.

BANNER HANGING BANNER HANGING Deliver, pick up and pay flat charge for hanging banner CLASSROOM: Centrally Assigned Whiteboards Blinds Podiums Lecterns Tables and chairs CLASSROOM: Departmental Controlled Whiteboards Blinds Podiums Lecterns Tables and chairs CLASSROOM: Departmental Controlled CLASSROOM: Departmental Controlled Whiteboards Blackboards Smart/Electronic Whiteboards Chalk & Ernsers Blinds Podiums Lecterns Tables and chairs CUSTODIAL SERVICES Daily cleaning of public areas, restrooms and classrooms Weekly cleaning of office spaces including trash removal Garbage pick-up service – frequency determined by Facilities Services stard E-WASTE & RECYCLING E-waste pick up and disposal Podiums Lecterns Tables and Ad Cunist for Surplus For special events Take cardboard to outside recycling bin Recycling – paper, plastic, glass Recycling prefrigerators and AC unist for Surplus For special events Take cardboard to outside recycling bin Take cardboard to outside recycling bin Resuble office spaces on a rotating system as possible through the annual budget and schedule Mini blinds cleaned in all spaces on a rotating system as possible through the annual budget and schedule Mini blinds cleaned in all spaces on a rotating system as possible through the annual budget and schedule Moving Services MOVING SERVICES MOVING SERVICES MOVING SERVICES Handing and pap flat charge for hange flow and schedule (left) Moving Services Lecterns Take in and pap flat charge for hange flow provided schedule (left) Moving Services MOVING SERVICES MOVING SERVICES MOVING SERVICES Banner HANGING Matter proposible for AV Equipment CLASSROOM: Centrally Assigned CLASSROOM: Departmental Controlled CLASSROOM: Centrally Assigned CLASSROOM: Centrally Assigned CLASSROOM: Centrally Assigned	CPFM FUNDING	DEPARTMENT FUNDING	NOTES & REFERENCES
CLASSROOM: Centrally Assigned CLASSROOM: Centrally Assigned Whiteboards Bliackboards Chalk & Erasers Blinds Podiums Lecterns Tables and chairs CLASSROOM: Departmental Controlled CLASSROOM: Departmental Controlled Whiteboards Blackboards Smart/Electronic Whiteboards Blinds Podiums Lecterns Tables and chairs CLASSROOM: Departmental Controlled CLASSROOM: Departmental Controlled Whiteboards Blackboards Smart/Electronic Whiteboards Chalk & Erasers Blinds Podiums Lecterns Tables and chairs CUSTODIAL SERVICES CUSTODIAL SERVICES CUSTODIAL SERVICES Daily cleaning of public areas, restrooms and all classrooms Weekly cleaning of office spaces including trash removal Garbage pick-up service -frequency determined by Facilities Services staff E-WASTE & RECYCLING E-WASTE & RECYCLING E-WASTE & RECYCLING For special events Take cardboard to outside recycling bin Take cardboard to outside recycling bin Request from on the Business Affairs website. Class on Forms' then seroll down to "Property Control." Select 'open' on "Property Control." Select 'open' on "Property Disposition Request." WINDOW & BLIND CLEANING Extra card and interior windows cleaned in all spaces on a rotating system as possible through the annual budget and schedule Mini blinds cleaned in all spaces on a rotating system as possible through the annual budget and schedule MOVING SERVICES	RESPONSIBILITY	RESPONSIBILITY	
CLASSROOM: Centrally Assigned CLASSROOM: Centrally Assigned Whiteboards Blinds Chalk & Erasers Blinds Podiums Lecterns Tables and chairs CLASSROOM: Departmental Controlled CLASSROOM: Departmental Controlled Whiteboards Blackboards Smart/Electronic Whiteboards Smart/Electronic Whiteboards Blinds Podiums Lecterns Tables and chairs CLASSROOM: Departmental Controlled CLASSROOM: Departmental Controlled Whiteboards/Blackboards Smart/Electronic Whiteboards Chalk & Erasers Blinds Podiums Lecterns Tables and chairs CUSTODIAL SERVICES CUSTODIAL SERVICES Daily cleaning of public areas, restrooms and all classrooms Weekly cleaning of office spaces including trash removal Garbage pick-up service -frequency determined by Facilities Services staff E-WASTE & RECYCLING E-WASTE & RECYCLING Composting Recycling - paper, plastic, glass Recycling place and schedule WINDOW & BLIND CLEANING Exterior and interior windows cleaned in all spaces on a rotating system as possible through the annual budget and schedule Mini blinds cleaned in all spaces on a rotating system as possible through the annual budget and schedule MOVING SERVICES			
CLASSROM: Centrally Assigned Whiteboards Blackboards CLASROM: Centrally Assigned Whiteboard markers Whiteboard markers CLASROM: Centrally Assigned CLASSROM: Centrally Assigned Whiteboards Blackboards CLASROM: Departmental Controlled CLASSROM: Departmental Controlled CLASSROM: Departmental Controlled CLASSROM: Departmental Controlled CLASSROM: Departmental Controlled Whiteboards Blackboards Smart/Electronic Whiteboards Chalk & Erasers Blinds Podiums Lecterns Tables and chairs CUSTODIAL SERVICES Daily cleaning of public areas, restroms and all classroons Weekly cleaning of office spaces including trash removal all classroons Weekly cleaning of office spaces including trash removal Garbage pick-up service -frequency determined by Facilities Services staff E-WASTE & RECYCLING Work with Environmental Health and Safety to pre-prefigerators and AC units for Surplus For special events Take cardboard to outside recycling bin Window & BLIND CLEANING Extra exterior and interior windows cleaned in all spaces on a rotating system as possible through the annual budget and schedule Mini binds cleaned in all spaces on a rotating system as possible through the annual budget and schedule MOVING SERVICES	BANNER HANGING		
Whiteboards Blackboards Blackboards CLABSROOM: Departmental Controlled CLASSROOM: Departmental Controlled CLASSROOM: Departmental Controlled CLASSROOM: Departmental Controlled CLASSROOM: Departmental Controlled CLASSROOM: Departmental Controlled CLASSROOM: Departmental Controlled Whiteboards/Blackboards Blinds Podiums Lecterns Tables and chairs CUSTODIAL SERVICES CUSTODIAL SERVICES Daily cleaning of public areas, restrooms and all classrooms Weekly cleaning of office spaces including trash removal E-waste pick up service -frequency determined by Facilities Services staff E-waste pick up and disposal Composting Recycling - paper, plastic, glass Reusable office supply exchange (R.O.S.E.) WINDOW & BLIND CLEANING Exterior and interior windows cleaned in all spaces on a rotating system as possible through the annual budget and schedule Mini blinds cleaned in all spaces on a rotating system as possible through the annual budget and schedule Mini blinds cleaned in all spaces on a rotating system as possible through the annual budget and schedule MOVING SERVICES Windows ELIND CLEANING Extra cardioard to outside recycling bin spossible through the annual budget and schedule Mini blinds cleaned in all spaces on a rotating system as possible through the annual budget and schedule Moving, re-arranging furniture, file cabinets Installing artwork, whiteboards in non-public Moving, re-arranging furniture, file cabinets Installing artwork, whiteboards in non-public CLASSROOM: Departmental Controlled CLASSROOM:			Must go through Campus Planning
Blackboards Chalk & Erasers Blinds Podiums Lecterns Tables and chairs CLASSROOM: Departmental Controlled Whiteboards/Blackboards Smart/Electronic Whiteboards Chalk & Erasers Blinds Podiums Lecterns CUSTODIAL SERVICES Daily cleaning of public areas, restrooms and all classrooms Weekly cleaning of office spaces including trash renoval Garbage pick-up service -frequency determined by Facilities Services staff E-WASTE & RECYCLING E-waste pick up and disposal Composting Recycling - paper, plastic, glass Recyclin	CLASSROOM: Centrally Assigned	CLASSROOM: Centrally Assigned	
CLASSROOM: Departmental Controlled Whiteboards/Blackboards Smart/Electronic Whiteboards Chalk & Erasers Blinds Podiums Lecterns Tables and chairs CUSTODIAL SERVICES Daily cleaning of public areas, restrooms and all classrooms Weekly cleaning of office spaces including trash renoval Garbage pick-up service—frequency determined by Facilities Services staff E-WASTE & RECYCLING E-waste pick up and disposal Composting Recycling — paper, plastic, glass Reusable office supply exchange (R.O.S.E.) WINDOW & BLIND CLEANING Exterior and interior windows cleaned in all spaces on a rotating system as possible through the annual budget and schedule Mini blinds cleaned in all spaces on a rotating system as possible through the annual budget and schedule Mini blinds cleaned in all spaces on a rotating system as possible through the annual budget and schedule Mini blinds cleaned in all spaces on a rotating system as possible through the annual budget and schedule Mini blinds cleaned in all spaces on a rotating system as possible through the annual budget and schedule Mini blinds cleaned in all spaces on a rotating system as possible through the annual budget and schedule Moving, re-arranging furniture, file cabinets Installing artwork, whiteboards in non-public		Whiteboard markers	CMET responsible for AV Equipment
Blinds Podiums Lecterns Tables and chairs CLASSROOM: Departmental Controlled Whiteboards/Blackboards Smart/Electronic Whiteboards Chalk & Erasers Blinds Podiums Lecterns Tables and chairs CUSTODIAL SERVICES Daily cleaning of public areas, restrooms and all classrooms Weekly cleaning of office spaces including trash removal Garbage pick-up service -frequency determined by Facilities Services staff E-WASTE & RECYCLING E-waste pick up and disposal Composting Recycling - paper, plastic, glass Recycling - pape			
Podiums Lecterns Tables and chairs CLASSROOM: Departmental Controlled Whiteboards/Blackboards Smart/Electronic Whiteboards Chalk & Erasers Blinds Podiums Lecterns Tables and chairs CUSTODIAL SERVICES Daily cleaning of public areas, restrooms and all classrooms Weekly cleaning of office spaces including trash removal Garbage pick-up service -frequency determined by Facilities Services staff E-WASTE & RECYCLING E-waste pick up and disposal Composting Recycling - paper, plastic, glass Recycling office supply exchange (R.O.S.E.) WINDOW & BLIND CLEANING Exterior and interior windows cleaned in all spaces on a rotating system as possible through the annual budget and schedule Mini blinds cleaned in all spaces on a rotating system as possible through the annual budget and schedule MOVING SERVICES MOVING SERVICES CLASSROOM: Departmental Controlled Whiteboards Blackboards Fasters are should Whiteboards Blackboards Ferquent cleaning of offices as requested Moving services CUSTODIAL SERVICES CUSTODIAL SERVICES CUSTODIAL SERVICES Work with Environmental Health and Safery to prep refrigerators and AC units for Surplus Beausite of Callities Services provides pick-up; funded by Business Affairs) Fill out the 'Property Dispositing exert form on the Business Affairs Plil out the 'Property Disposition Request,' on the Business Affairs Services provides pick-up; funded by Busines Affairs) Fill out the 'Property Disposition Request form on the Business Affairs Services provides pick-up; funded by Business Affairs) Fill out the 'Property Disposition Request form on the Business Affairs			
Lecterns Tables and chairs CLASSROOM: Departmental Controlled Whiteboards/Blackboards Smart/Electronic Whiteboards Chalk & Erasers Blinds Podiums Lecterns Tables and chairs CUSTODIAL SERVICES Daily cleaning of public areas, restrooms and all classrooms Weekly cleaning of office spaces including trash removal Garbage pick-up service – frequency determined by Facilities Services staff E-WASTE & RECYCLING E-waste pick up and disposal For special events For special events Take cardboard to outside recycling bin WINDOW & BLIND CLEANING Extra exterior and interior windows cleaned in all spaces on a rotating system as possible through the annual budget and schedule MOVING SERVICES MOVING SERVICES CLASSROOM: Departmental Controlled Whiteboards Slackboards Smart/Electronic Whiteboards Chalk & Erasers Blinds Podiums Lecterns Tables and chairs CUSTODIAL SERVICES CUSTODIAL SERVICES CUSTODIAL SERVICES More frequent cleaning of offices as requested all classrooms Work with Environmental Health and Safety to prep refrigerators and A/C units for Surplus For special events Take cardboard to outside recycling bin WINDOW & BLIND CLEANING Extra exterior and interior windows cleaned in all spaces on a rotating system as possible through the annual budget and schedule MOVING SERVICES			
Tables and chairs CLASSROOM: Departmental Controlled Whiteboards Blackboards Smart/Electronic Whiteboards Chalk & Erasers Blinds Podiums Lecterns Tables and chairs CUSTODIAL SERVICES Daily cleaning of public areas, restrooms and all classrooms Weekly cleaning of office spaces including trash renoval Garbage pick-up service –frequency determined by Facilities Services staff E-waste pick up and disposal Composting Recycling – paper, plastic, glass Reusable office supply exchange (R.O.S.E.) WINDOW & BLIND CLEANING Extra exterior and interior windows cleaned in all spaces on a rotating system as possible through the annual budget and schedule Mini blinds cleaned in all spaces on a rotating system as possible through the annual budget and schedule Mini blinds cleaned in all spaces on a rotating system as possible through the annual budget and schedule Mini blinds cleaned in all spaces on a rotating system as possible through the annual budget and schedule Mini blinds cleaned in all spaces on a rotating system as possible through the annual budget and schedule Mini blinds cleaned in all spaces on a rotating system as possible through the annual budget and schedule Mini blinds cleaned in all spaces on a rotating system as possible through the annual budget and schedule Mini blinds cleaned in all spaces on a rotating system as possible through the annual budget and schedule Mini blinds cleaned in all spaces on a rotating system as possible through the annual budget and schedule Mini blinds cleaned in all spaces on a rotating system as possible through the annual budget and schedule Mini blinds cleaned in all spaces on a rotating system as possible through the annual budget and schedule Mini blinds cleaned in all spaces on a rotating system as possible through the annual budget and schedule Mini blinds cleaned in all spaces on a rotating system as possible through the annual budget and schedule Mini blinds cleaned in all spaces on a rotating system as possible through the annual budget and schedule			
CLASSROOM: Departmental Controlled Whiteboards/Blackboards Smart/Electronic Whiteboards Chalk & Erasers Blinds Podiums Lecterns Tables and chairs CUSTODIAL SERVICES Daily cleaning of public areas, restrooms and all classrooms Weekly cleaning of office spaces including trash removal Garbage pick-up service – frequency determined by Facilities Services staff E-WASTE & RECYCLING E-waste pick up and disposal Composting Recycling – paper, plastic, glass Reusable office supply exchange (R.O.S.E.) WINDOW & BLIND CLEANING Extra main blind cleaned in all spaces on a rotating system as possible through the annual budget and schedule MOVING SERVICES Moving, re-arranging furniture, file cabinets Installing artwork, whiteboards in non-public			
Whiteboards/Blackboards Smart/Electronic Whiteboards Chalk & Erasers Blinds Podiums Lecterns Tables and chairs CUSTODIAL SERVICES Daily cleaning of public areas, restrooms and all classrooms Weekly cleaning of forfice spaces including trash removal Garbage pick-up service –frequency determined by Facilities Services staff E-WASTE & RECYCLING E-waste pick up and disposal Composting Recycling – paper, plastic, glass Recycling – paper, plastic		CLASSROOM: Departmental Controlled	CLASSROOM: Departmental Controlled
Smart/Electronic Whiteboards Chalk & Erasers Blinds Podiums Lecterns Tables and chairs CUSTODIAL SERVICES Daily cleaning of public areas, restrooms and all classrooms Weekly cleaning of office spaces including trash removal Garbage pick-up service -frequency determined by Facilities Services staff E-WASTE & RECYCLING E-waste pick up and disposal Composting Recycling - paper, plastic, glass Recycling - paper, plastic, glass Reusable office supply exchange (R.O.S.E.) WINDOW & BLIND CLEANING Exterior and interior windows cleaned in all spaces on a rotating system as possible through the annual budget and schedule Mini blinds cleaned in all spaces on a rotating system as possible through the annual budget and schedule Mini blinds SERVICES MOVING SERVICES MOVING SERVICES MOVING SERVICES SUSTODIAL SERVICES CUSTODIAL SERVICES CUSTODIAL SERVICES CUSTODIAL SERVICES CUSTODIAL SERVICES CUSTODIAL SERVICES E-WASTE & RECYCLING (Facilities Services provides pick-up; funded by Business Affairs website. Click on 'Froperty Disposition Request.' For special events Take cardboard to outside recycling bin Extra exterior and interior window cleaning beyond the provided schedule (left) Extra mini blind cleaning beyond the provided schedule (left) Extra mini blind cleaning beyond the provided schedule (left) MOVING SERVICES MOVING SERVICES MOVING SERVICES MOVING SERVICES	CELIGORO CIVI Departmentar Controlled	CENSORO SIN Beparamentar controlled	Oznasana Sant Beparamentar Controlled
Custodial services Blinds Podiums Lecterns Tables and chairs Custodial services Daily cleaning of public areas, restrooms and all classrooms Weekly cleaning of office spaces including trash removal Garbage pick-up service – frequency determined by Facilities Services staff E-WASTE & RECYCLING E-WASTE & RECYCLING E-WASTE & RECYCLING E-WASTE & RECYCLING For special events Take cardboard to outside recycling bin Recycling – paper, plastic, glass Reusable office supply exchange (R.O.S.E.) WINDOW & BLIND CLEANING Extra exterior and interior windows cleaned in all spaces on a rotating system as possible through the annual budget and schedule Mini blinds cleaned in all spaces on a rotating system as possible through the annual budget and schedule MOVING SERVICES MOVING SERVICES CUSTODIAL SERVICES Work with Environmental Health and Safety to pre prefrigerators and A/C units for Surplus Take cardboard to outside recycling bin Take cardboard to outside recycling bin Take cardboard to outside recycling bin Extra exterior and interior window cleaning beyond the provided schedule (left) Extra mini blind cleaning beyond the provided schedule (left) Extra mini blind cleaning beyond the provided schedule (left) MOVING SERVICES ACUSTODIAL SERVICES CUSTODIAL SERVICES CUSTODIAL SERVICES CUSTODIAL SERVICES CUSTODIAL SERVICES CUSTODIAL SERVICES (Facilities Services provides pick-up; funded by Business Affairs website. Click on 'Forms' then scroll down to 'Property Disposition Request.' Open 'on 'Property Disposition Request.' E-WASTE & RECYCLING (Facilities Services Provides pick-up; funded by Business Affairs website. Click on 'Forms' then scroll down to 'Property Disposition Request.' Extra exterior and interior window cleaning beyond the provided schedule (left) Extra mini blind cleaning beyond the provided schedule (left) Extra mini blind cleaning beyond the provided schedule (left) Extra mini		Whiteboards/Blackboards	
Blinds Podiums Lecterns Tables and chairs CUSTODIAL SERVICES Daily cleaning of public areas, restrooms and all classrooms Weekly cleaning of office spaces including trash removal Garbage pick-up service –frequency determined by Facilities Services staff E-WASTE & RECYCLING E-waste pick up and disposal Composting Recycling – paper, plastic, glass Reusable office supply exchange (R.O.S.E.) WINDOW & BLIND CLEANING Exterior and interior windows cleaned in all spaces on a rotating system as possible through the annual budget and schedule Mini blinds cleaned in all spaces on a rotating system as possible through the annual budget and schedule MOVING SERVICES Blinds Podiums Lecterns Tables and chairs CUSTODIAL SERVICES (Facilities Services provides pick-up; funded by Business Affairs) Fill out the 'Property Disposition Request' form on the Business Affairs website. Click on 'Forms' then scroll down to 'Property Control.' Select 'open' on 'Property Disposition Request.' WINDOW & BLIND CLEANING Extra exterior and interior window cleaning beyond the provided schedule (left) Extra exterior and interior window cleaning beyond the provided schedule (left) Extra mini blind cleaning beyond the provided schedule (left) MOVING SERVICES		Smart/Electronic Whiteboards	
Podiums Lecterns Tables and chairs		Chalk & Erasers	
Lecterns Tables and chairs CUSTODIAL SERVICES Daily cleaning of public areas, restrooms and all classrooms Weekly cleaning of office spaces including trash removal Garbage pick-up service –frequency determined by Facilities Services staff E-WASTE & RECYCLING E-waste pick up and disposal Composting Recycling – paper, plastic, glass Reusable office supply exchange (R.O.S.E.) Window & BLIND CLEANING Exterior and interior windows cleaned in all spaces on a rotating system as possible through the annual budget and schedule Mini blinds cleaned in all spaces on a rotating system as possible through the annual budget and schedule MOVING SERVICES MOVING SERVICES CUSTODIAL SERVICES More frequent cleaning of offices as requested Berugentic cleaning of offices as requested E-WASTE & RECYCLING E-WASTE & RECYCLING E-WASTE & RECYCLING (Facilities Services provides pick-up; funded by Business Affairs) Fill out the 'Property Disposition Request from on the Business Affairs website. Click on 'Forms' then scroll down to 'Property Control.' Select 'open' on 'Property Disposition Request.' WINDOW & BLIND CLEANING Extra exterior and interior window cleaning beyond the provided schedule (left) Extra mini blind cleaning beyond the provided schedule (left) MOVING SERVICES			
Tables and chairs CUSTODIAL SERVICES Daily cleaning of public areas, restrooms and all classrooms Weekly cleaning of office spaces including trash removal Garbage pick-up service –frequency determined by Facilities Services staff E-WASTE & RECYCLING E-waste pick up and disposal Work with Environmental Health and Safety to prep refrigerators and A/C units for Surplus For special events Take cardboard to outside recycling bin Extra exterior and interior windows cleaned in all spaces on a rotating system as possible through the annual budget and schedule MOVING SERVICES Tables and chairs CUSTODIAL SERVICES CUSTODIAL SERVICES CUSTODIAL SERVICES CUSTODIAL SERVICES CUSTODIAL SERVICES E-WASTE & RECYCLING E-WASTE & RECYCLING (Facilities Services provides pick-up; funded by Business Affairs) Fill out the 'Property Disposition Request' form on the Business Affairs website. Click on 'Forms' then scroll down to 'Property Control.' Select 'open' on 'Property Disposition Request.' WINDOW & BLIND CLEANING Extra exterior and interior window cleaning beyond the provided schedule (left) Extra mini blind cleaning beyond the provided schedule (left) MOVING SERVICES MOVING SERVICES MOVING SERVICES MOVING SERVICES MOVING SERVICES MOVING SERVICES			
Daily cleaning of public areas, restrooms and all classrooms Weekly cleaning of office spaces including trash removal Garbage pick-up service –frequency determined by Facilities Services staff E-WASTE & RECYCLING E-waste pick up and disposal Composting Recycling – paper, plastic, glass Reusable office supply exchange (R.O.S.E.) WINDOW & BLIND CLEANING Extraor and interior windows cleaned in all spaces on a rotating system as possible through the annual budget and schedule MOVING SERVICES MOVING SERVICES MOVING SERVICES More frequent cleaning of offices as requested ### E-WASTE & RECYCLING E-WASTE & RECYCLING Work with Environmental Health and Safety to prep refrigerators and A/C units for Surplus For special events Take cardboard to outside recycling bin Take cardboard to outside recycling bin WINDOW & BLIND CLEANING Extra on interior windows cleaned in all spaces on a rotating system as possible through the annual budget and schedule MOVING SERVICES			
Daily cleaning of public areas, restrooms and all classrooms Weekly cleaning of office spaces including trash removal Garbage pick-up service –frequency determined by Facilities Services staff E-WASTE & RECYCLING E-waste pick up and disposal Composting Recycling – paper, plastic, glass Reusable office supply exchange (R.O.S.E.) WINDOW & BLIND CLEANING Exterior and interior windows cleaned in all spaces on a rotating system as possible through the annual budget and schedule Mini blinds cleaned in all spaces on a rotating system as possible through the annual budget and schedule MOVING SERVICES	CHOTODIAL CEDVICES	- 110-140 11-14	CHETODIAL CEDVICES
Weekly cleaning of office spaces including trash removal Garbage pick-up service – frequency determined by Facilities Services staff E-WASTE & RECYCLING E-waste pick up and disposal Composting Recycling – paper, plastic, glass Reusable office supply exchange (R.O.S.E.) WINDOW & BLIND CLEANING Exterior and interior windows cleaned in all spaces on a rotating system as possible through the annual budget and schedule Mini blinds cleaned in all spaces on a rotating system as possible through the annual budget and schedule MOVING SERVICES MOVING SERVICES MOVING SERVICES E-WASTE & RECYCLING E-WASTE & RECYCLING (Facilities Services provides pick-up; funded by Business Affairs) Fill out the 'Property Disposition Request' form on the Business Affairs website. Click on 'Forms' then seroll down to 'Property Control.' Select 'open' on 'Property Disposition Request.' WINDOW & BLIND CLEANING Extra exterior and interior window cleaning beyond the provided schedule (left) Extra mini blind cleaning beyond the provided schedule (left) Extra mini blind cleaning beyond the provided schedule (left) MOVING SERVICES MOVING SERVICES MOVING SERVICES MOVING SERVICES			CUSTODIAL SERVICES
Garbage pick-up service –frequency determined by Facilities Services staff E-WASTE & RECYCLING E-WASTE & RECYCLING E-WASTE & RECYCLING Work with Environmental Health and Safety to prep refrigerators and A/C units for Surplus For special events Take cardboard to outside recycling bin WINDOW & BLIND CLEANING Extra exterior and interior windows cleaned in all spaces on a rotating system as possible through the annual budget and schedule MOVING SERVICES MOVING SERVICES E-WASTE & RECYCLING E-WASTE & RECYCLING (Facilities Services provides pick-up; funded by Business Affairs) Fill out the 'Property Disposition Request' form on the Business Affairs website. Click on 'Forms' then seroll down to 'Property Control.' Select 'open' on 'Property Disposition Request.' WINDOW & BLIND CLEANING Extra exterior and interior windows cleaned in all spaces on a rotating system as possible through the annual budget and schedule MOVING SERVICES MOVING SERVICES MOVING SERVICES MOVING SERVICES MOVING SERVICES MOVING SERVICES	all classrooms	More frequent cleaning of offices as requested	
E-WASTE & RECYCLING E-waste pick up and disposal Composting Recycling – paper, plastic, glass Reusable office supply exchange (R.O.S.E.) WINDOW & BLIND CLEANING Extra exterior and interior windows cleaned in all spaces on a rotating system as possible through the annual budget and schedule Mini blinds cleaned in all spaces on a rotating system as possible through the annual budget and schedule MOVING SERVICES MOVING SERVICES E-WASTE & RECYCLING Work with Environmental Health and Safety to prep refrigerators and A/C units for Surplus For special events Take cardboard to outside recycling bin Take cardboard to outside recycling bin WINDOW & BLIND CLEANING Extra exterior and interior window cleaning beyond the provided schedule (left) Extra exterior and interior window cleaning beyond the provided schedule (left) MOVING SERVICES MOVING SERVICES MOVING SERVICES Pickup, delivery of surplus furniture Moving, re-arranging furniture, file cabinets Installing artwork, whiteboards in non-public			
E-waste pick up and disposal Work with Environmental Health and Safety to prep refrigerators and A/C units for Surplus Composting Recycling – paper, plastic, glass Reusable office supply exchange (R.O.S.E.) WINDOW & BLIND CLEANING Exterior and interior windows cleaned in all spaces on a rotating system as possible through the annual budget and schedule Mini blinds cleaned in all spaces on a rotating system as possible through the annual budget and schedule MOVING SERVICES WORK with Environmental Health and Safety to prep refrigerators and A/C units for Surplus For special events Take cardboard to outside recycling bin WINDOW & BLIND CLEANING WINDOW & BLIND CLEANING Extra exterior and interior window cleaning beyond the provided schedule (left) Extra exterior and interior window cleaning beyond the provided schedule (left) Extra mini blind cleaning beyond the provided schedule (left) MOVING SERVICES MOVING SERVICES MOVING SERVICES MOVING SERVICES Pickup, delivery of surplus furniture Moving, re-arranging furniture, file cabinets Installing artwork, whiteboards in non-public			
Composting Recycling – paper, plastic, glass Reusable office supply exchange (R.O.S.E.) WINDOW & BLIND CLEANING Exterior and interior windows cleaned in all spaces on a rotating system as possible through the annual budget and schedule Mini blinds cleaned in all spaces on a rotating system as possible through the annual budget and schedule MOVING SERVICES MOVING SERVICES prep refrigerators and A/C units for Surplus For special events Take cardboard to outside recycling bin WINDOW & BLIND CLEANING WINDOW & BLIND CLEANING Extra exterior and interior window cleaning beyond the provided schedule (left) Extra mini blind cleaning beyond the provided schedule (left) MOVING SERVICES MOVING SERVICES Pickup, delivery of surplus furniture Moving, re-arranging furniture, file cabinets Installing artwork, whiteboards in non-public	E-WASTE & RECYCLING	E-WASTE & RECYCLING	
Composting Recycling – paper, plastic, glass Reusable office supply exchange (R.O.S.E.) WINDOW & BLIND CLEANING Exterior and interior windows cleaned in all spaces on a rotating system as possible through the annual budget and schedule Mini blinds cleaned in all spaces on a rotating system as possible through the annual budget and schedule MOVING SERVICES MOVING SERVICES Disposition Request' form on the Business Affairs website. Click on 'Forms' then scroll down to 'Property Control.' Select 'open' on 'Property Disposition Request.' WINDOW & BLIND CLEANING Extra exterior and interior window cleaning beyond the provided schedule (left) Extra mini blind cleaning beyond the provided schedule (left) MOVING SERVICES Pickup, delivery of surplus furniture Moving, re-arranging furniture, file cabinets Installing artwork, whiteboards in non-public	E-waste pick up and disposal		(Facilities Services provides pick-up; funded
Composting Recycling – paper, plastic, glass Reusable office supply exchange (R.O.S.E.) WINDOW & BLIND CLEANING Exterior and interior windows cleaned in all spaces on a rotating system as possible through the annual budget and schedule Mini blinds cleaned in all spaces on a rotating system as possible through the annual budget and schedule MOVING SERVICES MOVING SERVICES For special events Take cardboard to outside recycling bin WINDOW & BLIND CLEANING Extra exterior and interior window cleaning beyond the provided schedule (left) Extra mini blind cleaning beyond the provided schedule (left) MOVING SERVICES Pickup, delivery of surplus furniture Moving, re-arranging furniture, file cabinets Installing artwork, whiteboards in non-public		prep renigerators and A/C units for Surplus	
Reusable office supply exchange (R.O.S.E.) WINDOW & BLIND CLEANING Exterior and interior windows cleaned in all spaces on a rotating system as possible through the annual budget and schedule Mini blinds cleaned in all spaces on a rotating system as possible through the annual budget and schedule Moving SERVICES MOVING SERVICES MOVING SERVICES Pickup, delivery of surplus furniture Moving, re-arranging furniture, file cabinets Installing artwork, whiteboards in non-public			Affairs website. Click on 'Forms' then scroll
WINDOW & BLIND CLEANING Exterior and interior windows cleaned in all spaces on a rotating system as possible through the annual budget and schedule Mini blinds cleaned in all spaces on a rotating system as possible through the annual budget and schedule Moving Services Moving Services Moving Services Moving re-arranging furniture, file cabinets Installing artwork, whiteboards in non-public	Recycling – paper, plastic, glass	Take cardboard to outside recycling bin	down to 'Property Control.' Select 'open' on
Extra exterior and interior windows cleaned in all spaces on a rotating system as possible through the annual budget and schedule Mini blinds cleaned in all spaces on a rotating system as possible through the annual budget and schedule Moving Services Moving Services Moving Services Moving Services Pickup, delivery of surplus furniture Moving, re-arranging furniture, file cabinets Installing artwork, whiteboards in non-public	Reusaule office supply exchange (R.O.S.E.)		Troperty Disposition Request.
spaces on a rotating system as possible through the annual budget and schedule Mini blinds cleaned in all spaces on a rotating system as possible through the annual budget and schedule Extra mini blind cleaning beyond the provided schedule (left) Extra mini blind cleaning beyond the provided schedule (left) MOVING SERVICES MOVING SERVICES Pickup, delivery of surplus furniture Moving, re-arranging furniture, file cabinets Installing artwork, whiteboards in non-public	WINDOW & BLIND CLEANING	WINDOW & BLIND CLEANING	WINDOW & BLIND CLEANING
through the annual budget and schedule Mini blinds cleaned in all spaces on a rotating system as possible through the annual budget and schedule MOVING SERVICES MOVING SERVICES MOVING SERVICES Pickup, delivery of surplus furniture Moving, re-arranging furniture, file cabinets Installing artwork, whiteboards in non-public	Exterior and interior windows cleaned in all		
system as possible through the annual budget and schedule MOVING SERVICES MOVING SERVICES Pickup, delivery of surplus furniture Moving, re-arranging furniture, file cabinets Installing artwork, whiteboards in non-public		beyond the provided schedule (left)	
system as possible through the annual budget and schedule MOVING SERVICES MOVING SERVICES Pickup, delivery of surplus furniture Moving, re-arranging furniture, file cabinets Installing artwork, whiteboards in non-public	Mini blinds cleaned in all spaces on a rotating	Extra mini blind cleaning beyond the provided	
MOVING SERVICES MOVING SERVICES Pickup, delivery of surplus furniture Moving, re-arranging furniture, file cabinets Installing artwork, whiteboards in non-public	system as possible through the annual budget		
Pickup, delivery of surplus furniture Moving, re-arranging furniture, file cabinets Installing artwork, whiteboards in non-public		MOVING SERVICES	MOVING CERVICES
Moving, re-arranging furniture, file cabinets Installing artwork, whiteboards in non-public	MOVING SERVICES		MOVING SERVICES
Installing artwork, whiteboards in non-public			

Miscellaneous Services (continued)

CPFM FUNDING RESPONSIBILITY	DEPARTMENT FUNDING RESPONSIBILITY	NOTES & REFERENCES
CLEANING SERVICES	CLEANING SERVICES	CLEANING SERVICES
Carpet cleaning no more than once per year	Carpet cleaning requests more frequent than once per year	Responsibility for event cleanups depend on the custodial cleaning schedule for that building. Contact Customer Service Center to determine responsibility.
Detail cleaning during office move-outs with at least 3 days' notice	Detail cleaning during office move-outs with less than 3 days' notice	
Event cleanup – during custodial work week	Event cleanup – outside of custodial work week	
Provide campus standard trash cans for public spaces	Provide specialized or non-campus standard trash cans in public space	
Refinish resilient flooring in public and office spaces no more than once per year	Refinish resilient flooring in public and office spaces more frequently than once per year	
PEST CONTROL	PEST CONTROL	PEST CONTROL
CPFM Responsibility for routine pest control	Departments to absorb costs for pest control due to negligence	If non-service animals are brought in to workplace, department to incur cost of pest removal as a result
REACTIVE RESPONSE	REACTIVE RESPONSE	REACTIVE RESPONSE
Hot/cold calls, toilet issues, paper supplies, exterior and classroom unlocks, basic spills and clean-ups		
VANDALISM	VANDALISM	VANDALISM
Repairs including graffiti removal		

Campus Utilities

CPFM, through Utilities and Energy, is responsible for the production and delivery of utilities to the campus. This includes steam, chilled water, electricity and main and standby power. Additionally, Utility and Energy provides routine maintenance and repair of existing campus tunnels, chilled and domestic water lines, compressed air and condensate lines, sanitary sewer lines, steam, and storm sewer lines. We provide routine maintenance and repairs of existing electric service, meters and metering components; and are responsible for existing water and air lines that just enter a private department space or lab. CPFM is responsible for existing gas, steam, storm and sewer lines to inside a building wall. Any work associated with a remodel is the responsibility of the department.

CPFM FUNDING RESPONSIBILITY	DEPARTMENT FUNDING RESPONSIBILITY	NOTES & REFERENCES
CAMPUS CHILLED WATER	CAMPUS CHILLED WATER	CAMPUS CHILLED WATER
Maintain current campus chilled water to	Additions, modifications, alterations to existing	
buildings for the purpose of:	distribution systems to serve departmental plans	
Cooling buildings		
Cooling instruments		
COMPRESSED AIR	COMPRESSED AIR	COMPRESSED AIR
Maintain current compressed air line related to	Additions, modifications, alterations to existing	
building mechanical systems	system	
	Compressed air line related to departmental	
	equipment	
CONDENSATE	CONDENSATE	CONDENSATE
Maintain condensate line for steam for campus	Metering and monitoring systems that are not	
heat load	critical to the building infrastructure, design and	
	operation of utility systems, as determined by	
	CPFM.	
DOMESTIC WATER	DOMESTIC WATER	DOMESTIC WATER
Maintain current domestic water line system	Temporary connections for events	
Point of service for outside fountains and irrigation systems		
	10	

Campus Utilities (continued)

CPFM FUNDING RESPONSIBILITY	DEPARTMENT FUNDING RESPONSIBILITY	NOTES & REFERENCES
ELECTRIC SERVICE	ELECTRIC SERVICE	ELECTRIC SERVICE
High voltage switchgear, cables, conduits Primary transformers to low voltage connection of a building transformer	Temporary connections for events Uninterruptable power systems	
Low voltage services installed by CPFM		
CURRENT METERS	CURRENT METERS	CURRENT METERS
Read meters and prepare billing		
NATURAL GAS	NATURAL GAS	NATURAL GAS
Service including lines and pressure regulators	Propane systems	
Existing stand-alone boilers	Temporary connections for events	
SANITARY SEWER	SANITARY SEWER	SANITARY SEWER
Existing inlets, piping & outfalls		
STEAM	STEAM	STEAM
Building pressure reducing valves	Temporary connections for events, etc. Parking lot intakes (DPS FUNDS)	

Mobile Equipment Shop (Vehicles and Equipment)

CPFM FUNDING RESPONSIBILITY	DEPARTMENT FUNDING RESPONSIBILITY	NOTES & REFERENCES
DEPARTMENT ISSUED VEHICLES	DEPARTMENT ISSUED VEHICLES	DEPARTMENT ISSUED VEHICLES
	Repairs, maintenance, body and paint repairs, safety equipment and accessories	The Mobile Equipment Shop can assist departments will spec'ing and/or inspecting vehicles for purchasing