

# Campus Planning and Facilities Management

## Resource and Funding Guide

Updated October 2023

Dear Valued Customers,

This document serves as a guide to highlight the services Campus Planning and Facilities Management (CPFM) provides and determine the financial and organizational responsibility of maintenance, alterations, repairs, and other related services, for the University of Oregon's academic research and general education buildings. CPFM is the sole service provider for these facilities. This guide does not address auxiliaries, service centers, or other self-supporting units, which are charged for all requested services. This is not an exhaustive list but a guide to understand funding responsibilities for the basic services provided and administered by CPFM.

CPFM is comprised of the following units: Campus Planning, Design and Construction, Facilities Services, Utilities and Energy, and the Office of Sustainability. CPFM is responsible for constructing and maintaining campus buildings and grounds. It is the duty of CPFM to assure that all construction, renovation and maintenance activities are accomplished in an efficient cost-effective manner and in accordance with State Statutes, administrative rules, legislative authorizations, ADA guidelines, Environmental Health & Safety Regulations, Department of Labor Relations guidelines, insurance requirements, Collective Bargaining Agreements, building, seismic, and electrical/mechanical codes, and university policies, design guidelines, and construction standards. Campus Construction Standards can be accessed [online](#).

It is the responsibility of CPFM to provide coordination of work, maintain a safe work environment, minimize the incidence of statutory and regulatory violations, maintain standards of quality and appearance, and preserve the integrity of structures and systems. CPFM receives an annual appropriation of central funds for basic maintenance and operations of campus academic facilities. Funding responsibilities outlined in this document do not replace existing Memoranda of Understanding (MOU) between CPFM and individual departments on specified facilities or processes.

Within this document the financial responsibility for the management, maintenance, repair, and renovation is listed by unit and services. "CPFM Responsibility" signifies funding by the CPFM general fund annual budget. "Department Responsibility" signifies funding by the department being serviced, which will be billed to their index. Designation as a "Department Responsibility" does not imply that work may be performed or managed by the department, please follow the guidelines provided.

The academic campus community can request services by contacting the CPFM Work Control Center (WCC) at [workcontrolcenter@uoregon.edu](mailto:workcontrolcenter@uoregon.edu), or call 541-346-2319. The WCC will route a work request through our integrated work management system to the appropriate unit within CPFM. If you have questions about services not listed, please contact WCC. We look forward to collaborating with you and our joint efforts to keep the University of Oregon functioning smoothly.

Regards,

Michael A. Harwood, FAIA  
Associate Vice President & University Architect  
Campus Planning & Facilities Management

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# MISSION, VISION, & VALUES

Campus Planning and Facilities Management (CPFM) plays a critical role in creating and operating a functional and thriving campus. While working with campus partners, community, and students, it is essential that CPFM accomplishes its mission, strives for its vision, and embodies its core values. CPFM values your partnership and wants to create the best version of itself, in order to contribute to the vibrant campus community. Our mission, vision, and values provide a glimpse into the standards we choose to hold ourselves to.

<b>Mission</b>	<b>Vision</b>	<b>Core Values</b>
<p>We plan, build, maintain, and operate the infrastructure that supports the University of Oregon's mission of exceptional teaching, discovery, and public service. As stewards of a physical legacy, we enable the university community to achieve its potential by providing a campus that is safe, clean, beautiful, inspiring, and environmentally responsible.</p>	<p>We aspire to provide a world-class campus that supports the University of Oregon's vision of being a preeminent and innovative public university. We strive to be an organization that everyone wants to work with by creating a culture of open communication, respect, and high employee morale.</p>	<p><b>Collaboration:</b> teamwork, engagement, mutual support</p> <p><b>Service Excellence:</b> timeliness, flexibility, dedication</p> <p><b>Diversity:</b> cultures, perspectives, expertise</p> <p><b>Problem-Solving:</b> adaptability, creativity, innovation</p> <p><b>Stewardship:</b> environmental sustainability, fiscal responsibility, design excellence</p>

# CAMPUS PLANNING

[Campus Planning](#) guides the planning and design of campus to accommodate growth and change while preserving its heritage and enriching environments that support the university's mission of teaching, research, and public service. Campus Planning Services typically aren't billable to campus departments however campus units are responsible for updating department space data in the UO Spaces database and may need to pay for professional planning studies requiring professional consultants and land use application fees related to projects.



We are stewards of the legacy we have inherited and will leave to others.

We aspire to work collaboratively to create an exceptional and special campus experience through the physical campus environment. To that end, we will:

- Protect and continue the legacy we have inherited
- Engage all participants in a meaningful way
- Communicate in a collaborative, clear, and timely manner
- Create places that benefit the entire campus as well as the individual project
- Plan for future opportunities while accommodating present needs
- Meet or exceed established standards and best practices
- Create a desire in participants to help us strive for our vision and work with us again.

**Campus Planning  
General Inquiries**  
[uplan@uoregon.edu](mailto:uplan@uoregon.edu)  
541-346-5562

## Services:

### Campus Planning and Development Guidelines

- Preserving the integrity of campus by maintaining and administering the University's [Campus Plan](#).
- Guiding future development to ensure sufficient capacity exists for future growth.
- Advising the [Campus Planning Committee](#) and coordinating its activities.
- Reviewing all proposals that affect the appearance of the campus to determine proper approval processes and consistency with the Campus Plan.
- Ensuring compliance with laws, regulations, administrative rules, codes, and standards governing campus development.
- Representing the university to the city and state on matters relating to campus development.
- Managing community and transportation planning efforts including land use analysis, application coordination, and community relations.
- Coordinating historic preservation planning activities and requirements.

## Real Estate Management

- Working with university partners to identify lease and acquisition options that meet the university's mission and future growth needs.
- Managing lease negotiations, contract requirements, and renewals.

## Space Use and Needs Analyses

- Helping campus units find space solutions.
- Maintaining a space inventory and utilization database: [UO Spaces](#)
- Providing space-use data as a basis on which to formulate the university's Facilities and Administrative Cost rate.
- Informing decisions about allocation of spaces, facility's needs, and program planning.
- Analyzing space allocation proposals.

## Additional Resources

[Maps, Tours, and Other Resources](#)



# FUNDING AND SERVICE MATRIX

The below matrix is to highlight common types of work indicating “Who Pays” and “Who Performs” the work.

## CAMPUS PLANNING

<b>Who Performs</b>	<b>CPFM</b>	<p><u>Campus Planning</u></p> <ul style="list-style-type: none"> <li>• Planning studies requiring professional consultants</li> <li>• Land Use application fees</li> </ul> <p><u>Real Estate Management</u></p> <ul style="list-style-type: none"> <li>• Property purchases due diligence reports (such as title reports, environmental reviews, etc.)</li> </ul>	<p><u>Campus Planning</u></p> <ul style="list-style-type: none"> <li>• Transportation planning analysis, including vehicular and bike parking requirements.</li> <li>• City land use analysis and application coordination.</li> <li>• Historic preservation project review for compliance and City application submittal.</li> <li>• Historic property assessments.</li> <li>• In-house planning studies (conceptual and feasibility).</li> </ul> <p><u>Space Management</u></p> <ul style="list-style-type: none"> <li>• Space request coordination</li> <li>• In-house program planning studies and assessments.</li> <li>• Manages UO Spaces.</li> </ul> <p><u>Real Estate Management</u></p> <ul style="list-style-type: none"> <li>• Lease negotiations/renewals.</li> <li>• Lease management, except for spaces specifically allocated to the unit for control (e.g., EMU and Housing)</li> <li>• Property disposition and sale coordination.</li> <li>• Manages real property tax exemptions.</li> </ul>
	<b>Department</b>	<p><u>Space Management</u></p> <ul style="list-style-type: none"> <li>• Update unit space data in UO Spaces database.</li> </ul>	
	<b>Department</b>	<b>CPFM</b>	
	<b>Who Pays</b>		

# DESIGN AND CONSTRUCTION

[Design and Construction](#) is a service-oriented organization, operating with the objective of advocating the University's mission to be a preeminent and innovative public research university. Design and Construction services are billable to campus departments through the project process.

Design and Construction works collaboratively with stakeholders who represent the collective interest of the campus community, enriching the project delivery process by:



- Providing students, faculty, and staff with information and support through projects, acting as the campus representative through all phases of a project
- Supporting the development of sustainable facilities that enhance the exceptional teaching, discovery, and service of the University of Oregon.
- Establishing Campus Design Standards for University buildings.
- Contributing to the framework of policies that will shape the future of the campus.

Design and Construction is comprised of the following teams:

[Accounting, Contracting and Invoicing](#) staff facilitates the budgetary and contractual needs of capital projects by processing invoices for vendors, consultants, and contractors, reporting budgets and expenditures related to projects, and managing Construction and Consulting services contracts related to Design and Construction on campus.

[Design Services](#) provide leadership and oversight in the development of interior spaces related to campus construction projects, including expertise associated with renovations, interior space design development, product evaluation, color, pattern, and material selection, and furniture procurement.

[Engineering & Utilities Management](#) group provides oversight for the planning, design, and construction of mechanical, electrical, plumbing, and utilities-related project items through quality assurance/quality control inspection, commissioning, engineering support and energy analysis of buildings and utility systems.

[Project Management](#) personnel, including Project Managers and Owner's Representatives, are responsible for coordinating the project team to ensure that a project follows the correct process and is completed within the established scope, schedule, and budget. Project Managers guide the project delivery process through all phases of design, bidding, permitting, construction, and occupancy, while managing budget, inspections, and schedules to meet the needs of the University. Design and Construction assigns staff with an effort to match the skillset and experience of our personnel with the needs of specific projects.



Initiation of a small to medium-sized construction project on Campus is a simple process: submit a [project initiation request](#), providing information for who to contact, the impacted building, as well as a very basic description about the work you desire to have done. Upon receipt of your project initiation request, the Office of Design and Construction will assign a manager to your project. Please allow up to one week for our staff to verify your project and establish a meeting.

**Additional Resources**

[Construction and Impacts](#)

**Contracts Inquiries**

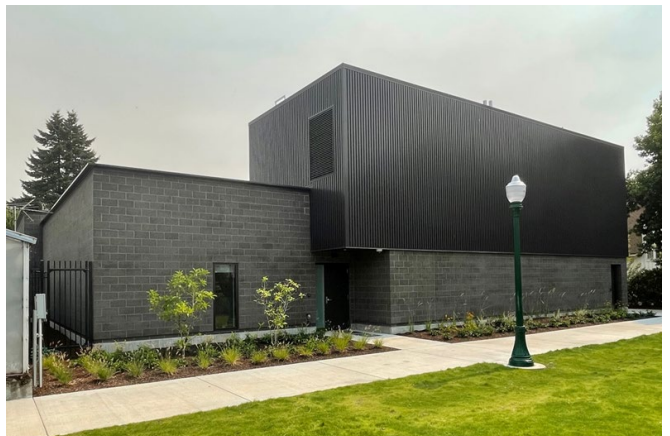
[capcon@uoregon.edu](mailto:capcon@uoregon.edu)

**Design Standards Inquiries**

[designstandards@uoregon.edu](mailto:designstandards@uoregon.edu)

**Accounts Payable Inquiries**

[capconbilling@uoregon.edu](mailto:capconbilling@uoregon.edu)



# OFFICE OF SUSTAINABILITY

[The Office of Sustainability's](#) mission is to lead the integration of sustainability into the University of Oregon's operations, curriculum, co-curriculum, research, and engagement with the community. We accomplish this through a number of programs and partnerships that:

- Provide strategic advice, information, and resources to faculty, staff, and students working to integrate sustainability practices and policies into their programming
- Develop policies that promote environmentally sensitive behaviors from campus users and responsible development and stewardship of campus assets
- Create, implement, and manage innovative programs and events, in partnership with other campus units when possible
- Establish [metrics](#) and track institutional sustainability performance
- Share the University's sustainability story and encourage the campus community to support the growth and success of sustainable practices.



## Additional Resources

[About the Office of Sustainability](#)

[Environmental Policy](#)

[Get involved with UO Sustainability](#)

[UO Sustainability Dashboard](#)

# FACILITIES SERVICES

Facilities Services is responsible for maintaining the academic buildings and grounds on the Eugene and UO Portland campuses with dedication to creating an atmosphere conducive to learning. Facilities crews pride themselves in their ability to support the educational [mission](#) of the campus. Facilities Services has 191 employees spread across three specialized areas: Environmental Services, Building Systems, and Work Management.

## WORK MANAGEMENT

[Work Control Center](#) routes work requests and serves as the first point of contact for inquiries regarding service requests, routine maintenance, projects, and billable services.

Hours	Email	Phone	Portal*
Monday – Friday 7am – 5pm	<a href="mailto:workcontrolcenter@uoregon.edu">workcontrolcenter@uoregon.edu</a>	541-346- 2319	<a href="https://cgis.uoregon.edu/Calllog">https://cgis.uoregon.edu/Calllog</a>
After Hours and Weekends:	UO Dispatch	541-346-2919	

\*If you need access and/or training of the service request portal, contact the Work Control Center.

To learn more about Service Requests, check out our [training resources](#).

[Asset Reliability and Preventative Maintenance](#) is maintenance that is regularly and routinely performed on physical assets to reduce the chances of equipment failure and unplanned downtime that can be very costly for the university and impact research. The Asset Reliability and Preventative Maintenance staff keep track of the university assets and plan and schedule maintenance tasks in the University's Integrated Workplace Management System (IWMS), AiM. In addition to the building system assets, Departments may request to establish, execute, and record preventative maintenance activities on department owned equipment and system assets.

## BUILDING SYSTEMS

### [Building Automation Systems \(BAS\)](#)

#### CPFM Responsibility

- Maintenance, repair and replacement of existing thermostats, motor controls, sensors, and control panels.
  - [Hot/cold calls](#)
  - Temperature alarms

#### Department Responsibility

- Installations of new and specialized departmental owned thermostats, motor controls, sensors, and control panels. Department alarm programming and notification updates.

Read more about [Thermal Conditioning Procedures](#)

### Construction Services

Facilities Services offers construction services cost estimating and budget control through planning, scheduling, phasing, and material procurement for small projects. To initiate a project, access the [project request](#). Monitors and tracks CPM risk claims.

### Electrical

#### CPFM Responsibility

- Maintenance, repair, and replacement of existing building electrical distribution systems and components:
  - Broken switches and receptacles
  - Egress lighting
  - Electric accessible (ADA) door openers for publicly accessible academic buildings
  - Elevator and lifts
  - Emergency lighting
  - Electronic access control (AMAG) for publicly accessible academic buildings
  - Interior and exterior lighting

#### Department Responsibility

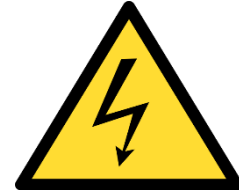
- Darkroom lighting
- Department display cases
  - Electric accessible (ADA) door openers for nonpublic and auxiliaries
- Electrical vehicle charging stations  
Exterior access control (AMAG) for nonpublic and auxiliaries
- Greenhouse lights
- Installation of emergency generators and backup power
- Installations, upgrades, and modifications to:
  - Lab equipment
  - Office equipment
- Nuisance breaker trips due to unauthorized equipment (coffee makers, heaters, A/C units)
- Security cameras, alarms, panic buttons
- Special circuit extensions, breakers, or controls
- Specialized lighting such as specialty LEDs, full spectrum

#### **It's the Law:**

Electrical code requires tripped electrical breakers, disconnects and new installations to be performed by licensed journeyman electricians.

## Safety Data Sheets:

[Electricity](#)  
[Elevator safety](#)  
[Lock out Tag out](#)  
[Office electrical](#)  
[Power outage](#)  
[Space heaters](#)



### Lock and Door

#### CPFM Responsibility

- Doors and associated hardware for academic buildings

#### Department Responsibility

- Door and hardware changes and upgrades at a departments request

### Mechanical

#### CPFM Responsibility

- Maintenance, repair and replacement of existing building heating, ventilation, and air conditioning (HVAC) systems and components:
  - Fume hoods and general exhaust equipment
  - Heating and cooling equipment within buildings
  - Hydronic/steam heating and cooling distribution (radiators, chilled beams, traps, piping, valves)

#### Department Responsibility

- Installations of new and specialized departmental owned heating, ventilation, and air condition systems. Air conditioning systems and components that serve:
  - Clean rooms
  - Constant temperature rooms
  - IT server rooms
- Installation and Maintenance of portable equipment not substantially connected to the building (centrifuges, freezers, incubators, refrigerators, ice machines)
- Prior to ordering and installation of portable equipment, please consult with Facilities Services to ensure that the existing building systems can support the equipment including the elevator weight capacity.
- Window mounted air conditioning units must be approved by CPM. Departments have the option to purchase stand-alone, internal AC units, referred to as R2D2 units. These units and installation must be coordinated through CPM. Any electrical or venting modifications will be the departments financial responsibility. CPM does not perform maintenance on window mounted AC units or R2D2 units.
- CPM does not have visibility of all the systems. Facilities Services will respond to all service calls by the department, UO Dispatch, and/or custodial at the departments expense.

## Plumbing

### CPFM Responsibility

- Maintenance, repair & replacement of existing building plumbing supply and waste systems and components:
  - Backflow devices
  - Emergency shower/eyewash stations
  - Lab/fume hood utilities including piping and associated fittings and connections for compressed air, natural gas, nitrogen, potable water Reverse Osmosis (R.O.) and Deionized (D.I.) water (not exclusive some departments maintain their own)
  - Plumbing fixtures (piping, valves, pumps, drinking fountains, water fountains, sinks, faucets, toilets, urinals)

### Department Responsibility

- Modifications to existing or installations of new and specialized plumbing supply and waste systems and components serving departmental owned equipment:
- Backflow devices attached to departmental equipment
- Cooling water systems
- Deionized water systems
- Instant hot water heaters
- Maintenance & repair of department owned plumbing supply and waste systems
- New fume hoods and safety cabinets including ductwork, fans, air lines, gas lines, water lines, additional regulators, and accessories
- Departmental fixed and portable equipment
- Water, waste and lab utility services to departmental labs, kitchens, refrigerators, coffee pots, etc.

## Structures and Support - Carpentry, Paint, Maintenance Support, Night Maintenance

### CPFM Responsibility

- Maintenance, repair, and replacement of the below listed items determined by CPFM for the purpose of safety and in alignment with annual budget and program maintenance schedule.
  - Abatement costs associated with disturbing surfaces associated with routine maintenance and repair.
  - Ceiling repair
  - Floor repair and replacement
  - Doors and associated hardware for academic buildings
  - General fund campus standard exterior furniture and fixtures (art, benches, bike storage and stations, bollards, flagpoles, water features)
  - Graffiti removal
  - Interior wayfinding signage in all spaces for safety and wayfinding purposes (room numbers, restroom signs, exit signs)
  - Painting in all spaces
  - Window repair and replacement
  - Window coverings in public spaces
  - Vandalism

## Department Responsibility

- All finish upgrades must be coordinated through CPFM. See [UO Design Standards](#) for finish and furniture standards.
  - Abatement costs associated with disturbing surfaces associated with department billable requests
  - Ceiling upgrades and modifications
  - Departmental furnishings
  - Departmental requested changes, upgrades or installation of proximity readers, alarm systems, camera systems, network data storage, panic/duress systems (all security improvements/upgrades must be reviewed and approved by Campus Vulnerability Assessment Team (CVAT))
  - Event support
  - Flooring replacement in greater frequency than planned through CPFM's annual budget
  - Installation of extensions and additions (shelves, whiteboards, art, departmental space window coverings, monitors, furniture assembly, keyboard trays)
  - Lock changes and re-keys for departmental needs and/or new tenants
  - Maintenance and repair of non-general fund owned exterior furniture and fixtures (art, benches, bike storage and stations, bollards, flagpoles, water features)
  - Moving and delivery
  - Painting of office areas and department suites in greater frequency than planned through CPFM's annual budget
  - All interior spaces must adhere to the building finish palette for a given building
  - A single accent paint wall per office will be allowed and must be a paint color that is within the building standard finish palette
  - Sign and banner installation (refer to [Campus Plan](#) and [UO Design Standards](#), permanent signage/banners must be approved by Campus Planning.

## Classrooms

### CPFM Responsibility

- Centrally & Joint Controlled
  - Replacement and repair of whiteboards, chalkboards, blinds, teaching stations, lecterns, tables, and chairs.
  - Placement and removal of ADA furniture, as directed by the Accessible Education Center. Floor repair and replacement as determined by CPFM for purpose of maintenance, repair, or safety as possible through the annual budget and schedule.
  - Painting of walls to the degree as possible through the annual budget and schedule.

### Department Responsibility

- Departmentally controlled classrooms require an index for Facilities Services to perform the below tasks:
  - Initial install, replacement, and repair of whiteboards, chalkboards, blinds, teaching stations, lecterns, tables, and chairs.
  - Painting of walls by departmental request outside of normal replacement schedule.
  - Floor replacement by departmental request outside of normal replacement schedule.
- [Central IS](#) is responsible for all classroom technology, A/V equipment in centrally and joint controlled classrooms.

- Any changes to Centrally, Joint or Department classrooms must be reviewed by the [Committee on Academic Infrastructure](#).
- All furniture purchases for Centrally, Joint or Department classrooms must meet UO standards as defined in the UO classroom design guidelines.
- Any change to seat counts within all classrooms must be reviewed by CPFM and UO Registrar's office.

## **ENVIRONMENTAL SERVICES**

### Custodial Services

#### CPFM Responsibility

- Chalk, dry-erase markers, and erasers replacement in general-purpose classrooms
- Clocks (battery replacement, setting, replacement) in public spaces and general-purpose classrooms.
- Daily cleaning of all university classrooms, public areas, and restrooms, including trash removal
- Dispenser repair and restocking in public restrooms and common areas
- Interior and exterior window and blind cleaning in all spaces as possible through annual budget and schedule
- Interior garbage pick-up service, frequency as determined by Facilities
- Pest control
- Provide campus standard waste receptacles.
- Refinishing of hard surface flooring and carpet cleaning in public and office spaces as possible through annual budget and schedule
- Spills and clean-ups
- Door Unlocks (non AMAG exterior and classroom)
- Water intrusion first response, triage and clean-up
- Weekly cleaning of office spaces, including trash removal

#### Department Responsibility

- Cleaning of offices as requested by department beyond the standard frequency such as occupancy change (4 days' notice required)
- Event support
- Floor cleaning or refinish greater than planned frequency and/or project related
- Interior and exterior window and blind cleaning beyond the established schedule
- Pest control due to negligence

### **Additional Resources**

[Animal control policy](#)

### Landscape and Grounds Maintenance

#### CPFM Responsibility

- Mowing, fertilization, seasonal prep and clean-up, leaf removal, bed maintenance, plant health care, lawn care, watering, irrigation, and tree care.
- [Inclement weather plan](#)



### Department Responsibility

- Mowing, fertilization, seasonal prep and clean-up, leaf removal, bed maintenance, plant health care, lawn care, watering, irrigation, and tree care around auxiliaries and parking lots.
- Landscape design services
- Event support

### Fleet Services (Mobile Equipment)

Facilities Services Fleet Services provides complete services for all UO vehicles and equipment, which include:

- All imports and domestic cars and trucks (including light, medium and heavy-duty)
- Electric Vehicles and Golf Carts
- Trailers
- Grounds Equipment

In addition to general maintenance, Fleet Services offers the following services:

- Emergency response (roadside assistance, vehicle lockout, flat tires, out of fuel)
- Tire maintenance and repair
- Liftgate and rail gate maintenance and repair
- Minor collision assessment and repair
- Custom fabrication and welding
- Trailer hitches and airbag suspension kits
- Vehicle Cabinets, shelving, and safety partitions
- Material racks, safety equipment, snowplows, and custom truck beds
- Strobe, safety lighting, and video cameras (including specialized electrical repair)
- Forklift training

Safety Sheets:

[Carts and Utility Vehicles](#)

[Driving UO Vehicles](#)

[Van Driving](#)

### Solid Waste Services

The [Solid Waste program](#) provides state of the art waste reduction and recovery opportunities to campus while reducing greenhouse gas production. The Program is supported by student staff and provides hands-on experiences for students through jobs, internships, volunteer opportunities and class projects. The Program works in partnership with other schools, government, municipalities and state and national recycling associations to promote and develop waste reduction and recovery opportunities to benefit society for generations to come. Solid Waste Services works closely with The Office of Sustainability.



### CPFM Responsibility

- Collection trash, recycling (cardboard, compost, paper) academic collection sites

- Office cleanout bins
- Repair, maintenance, and installation of trash and recycling receptacles, including dumpsters at academic collection sites

#### Department Responsibility

- Collection trash, recycling (cardboard, compost, paper) auxiliary and leased collection sites
- Event support
- Project support
- Repair, maintenance, and installation of trash and recycling receptacles, including dumpsters at auxiliary and leased collection sites

#### Facilities Liaison Program

In 2017 Campus Planning and Facilities Management leadership started conversations with Deans and Department Heads to identify Facilities Liaisons within the Colleges as the primary point of contact for maintenance and project-related issues.

Examples of possible college liaisons:

- An employee with responsibilities in complex settings, including labs, shops, classrooms, auditoriums, complex building mechanical systems, and facilities that can be used for public gatherings, and the area may extend to other buildings. It can be in addition to the regular position description or a hired position just for this reason.
- An employee who has a single building and is primarily used for administration or academic offices. In addition to the regular position description.
- An employee who serves in the absence of the Manager or Coordinator. In addition to the regular position description.
- A hired position within the department and is responsible for all building-related activities and has direct supervisory authority over the maintenance, custodial, and labor within their department's building(s). It can be in addition to a regular position description or a hired position just for this reason, like a Facilities Manager or Director of Facilities.

Examples of liaison responsibilities:

- Attend semi-annual Facilities Liaison meetings (fall zoom meeting and in-person spring lunch)
- Submit and track service and project requests (call log and AiM access and training are available through [Work Control Center](#)).
- Understanding of different fund sources and ability to provide an index for billable work
- Be the single point of contact for all maintenance and project-related issues in the building
- Receive unit or division-level communications through spaces emailer from CPMF and distribute

# FUNDING AND SERVICE MATRIXES

The below matrix is to highlight common types of work indicating “Who Pays” and “Who Performs” the work.

## HVAC

<b>Who Performs</b>	<b>CPFM</b>	<p>Installations of new and specialized departmental owned Heating, Ventilation and Air Conditioning systems and components to serve:</p> <ul style="list-style-type: none"> <li>• Constant temperature rooms</li> <li>• Clean rooms</li> <li>• IT server rooms</li> </ul> <p>Maintenance &amp; repair of Department owned HVAC systems, when notified.</p>	<p>Maintenance, Repair &amp; Replacement of existing building Heating, Ventilation and Air Conditioning systems and components:</p> <ul style="list-style-type: none"> <li>• Heating and cooling equipment within buildings</li> <li>• Fume hoods and general exhaust equipment</li> <li>• Hydronic/steam heating and cooling distribution systems (radiators, chilled beams, traps, piping, valves, etc.)</li> <li>• Building automation systems (thermostats, motor controls, sensors, control panels, etc.)</li> </ul>
	<b>Department</b>		
	<b>Department</b>	<b>CPFM</b>	
	<b>Who Pays</b>		

### FOOTNOTES:

1. Departments may request Facilities Services to establish, execute and record preventive maintenance activities on department owned equipment and systems.
2. Only CPFM Personnel shall be issued keys to building mechanical rooms.
3. Window mounted air conditioning units must be approved by the CPFM Planning and Facilities Services Departments.
4. Departments have the option to purchase stand-alone, internal AC units, referred to as R2D2 units. These units and installation must be coordinated through CPFM. Any electrical or venting modifications will be departmental financial responsibility. CPFM does not perform maintenance on R2D2 or window mounted AC equipment.
5. Facilities Services does not have visibility of all systems. Facilities Services will respond to all service calls reported by the department and/or custodial, at department’s expense.

## ELECTRICAL

<b>Who Performs</b>	<b>CPFM</b>	<p>Lighting installations, upgrades, or modifications to:</p> <ul style="list-style-type: none"> <li>• Departmental display cases and task lighting, greenhouse lights, and dark room lighting</li> <li>• Specialized lighting such as specialty LED, full spectrum, etc.</li> </ul> <p>Installations of new and specialized departmental equipment including lab equipment, office equipment, electric vehicle plug-in charging stations, etc.</p> <ul style="list-style-type: none"> <li>• Requiring circuit extensions, breakers, or controls.</li> </ul> <p>Nuisance breaker trips due to unauthorized equipment (coffee makers, heaters, A/C units, etc.)</p> <p><a href="#">Office Electrical Sheet</a> <a href="#">Space Heater Safety Sheet</a></p>	<p>Maintenance, Repair &amp; Replacement of existing building electrical distribution systems and components:</p> <ul style="list-style-type: none"> <li>• Interior and exterior lighting.</li> <li>• Broken switches and receptacles</li> <li>• Emergency lighting</li> <li>• Egress lighting</li> <li>• Electric door openers</li> <li>• Emergency generator maintenance</li> <li>• Elevators and lifts</li> </ul>
	<b>Department</b>		
	<b>Department</b>	<b>CPFM</b>	
	<b>Who Pays</b>		

**FOOTNOTES:**

1. Installation of 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
2. Electrical code requires tripped electrical breakers/disconnects to be investigated and reset by qualified persons (licensed journeyman electricians). Facilities Services will fund the Electrical Shop to investigate and reset an initial tripped circuit breaker/disconnect. If that investigation determines the cause of the interruption in service was caused by an overload situation due to department owned connected equipment, subsequent service calls will be billed to the department.
3. Departments may request Facilities Services to establish, execute and record preventive maintenance activities on department owned equipment and systems.

## PLUMBING

<b>Who Performs</b>	<b>CPFM</b>	<p>Modifications to existing or installations of new and specialized plumbing supply and waste systems and components serving departmental owned equipment:</p> <ul style="list-style-type: none"> <li>• Cooling water systems</li> <li>• Deionized water systems</li> <li>• Instant hot water heaters</li> <li>• Water, waste and lab utility services to departmental labs, kitchens, refrigerators, coffee pots, etc.</li> </ul> <p>Maintenance &amp; repair of department owned plumbing supply and waste systems.</p>	<p>Maintenance, repair &amp; replacement of existing building plumbing supply and waste systems and components:</p> <ul style="list-style-type: none"> <li>• Lab/fume hood utilities including piping and associated fittings and connections for compressed air, natural gas, nitrogen, *Reverse Osmosis (R.O.) and Deionized (D.I.) water, etc.</li> <li>• Backflow devices</li> <li>• Plumbing fixtures and associated piping/valves/pumps for drinking fountains, sinks/faucets, toilets/urinals</li> <li>• Emergency shower/eyewash stations</li> <li>• Decorative water fountains</li> <li>• Gutters, rain drains and downspouts</li> </ul>
	<b>Department</b>		
	<b>Department</b>	<b>CPFM</b>	
	<b>Who Pays</b>		

**FOOTNOTES:**

1. CPFM provides “fume hood utilities” to existing fume hood only. Additional regulators or other accessories will be departmental financial responsibility. Specifications of afore mentioned devices must be vetted through CPFM.
2. CPFM is responsible for building systems to point of connection (i.e., shutoff valve serving the connections to equipment)
3. Departments may request Facilities Services to establish, execute and record preventive maintenance activities on department owned equipment and systems.
4. The university Reverse Osmosis (R.O.) is managed by the Director of Aquatic Animal Care Services.

## BUILDING EXTERIOR

<b>Who Performs</b>	<b>CPFM</b>	<ul style="list-style-type: none"> <li>• Pick-up, delivery, and labor to hang exterior banners.</li> <li>• Any window or building cleaning outside of the CPFM-funded rotation will be paid for by the department requesting the service.</li> </ul>	<ul style="list-style-type: none"> <li>• Repair and maintenance of loading dock bumpers, mechanical dock levelers, exterior overhead coils, and grills as possible through the annual budget and schedule.</li> <li>• Repair and maintenance of all building exterior elements such as:</li> <li>• Building facade, building mounted signs, roofs, stairs, ramps and lifts, doors and hardware, windows, window screens, and related window hardware.</li> <li>• Exterior building and window cleaning on a rotating system as possible through the annual budget and schedule.</li> </ul>
	<b>Department</b>		
	<b>Department</b>	<b>CPFM</b>	
	<b>Who Pays</b>		

**FOOTNOTES:**

1. Any banners installed on building exteriors must be approved by UO Communications.

## EXTERIOR GROUNDS

<b>Who Performs</b>	<b>CPFM</b>	<ul style="list-style-type: none"> <li>• Maintenance of exterior furniture (includes all furniture with the exception of campus standard benches).</li> <li>• Installation of new department requested exterior banners and signs.</li> <li>• Traffic control on streets (Parking &amp; Transportation)</li> <li>• Installation, maintenance, and repair of department owned bike storage</li> <li>• Installation, maintenance, and repair of department owned exterior hardscapes including art, flagpoles, sidewalks, water features, etc.</li> </ul>	<ul style="list-style-type: none"> <li>• Repair and maintenance of exterior lights throughout campus.</li> <li>• Maintenance of campus standard fixtures like bike storage, benches, bollards, trash &amp; recycling receptacles, and dumpsters, etc.</li> <li>• Repair and maintenance of exterior building signs.</li> <li>• Repair, maintenance, and update of campus maps stations throughout campus.</li> <li>• General fund owned bike stations</li> </ul>
	<b>Department</b>		
	<b>Department</b>	<b>CPFM</b>	
	<b>Who Pays</b>		

**FOOTNOTES:**

1. All changes to the exterior environment – including all living elements like grasses, trees, and shrubs – need to be approved by CPM Campus Planning prior the changes being made.
  - a. All approved exterior work will be completed or coordinated by CPM staff.
2. Refer to Campus Plan and UO Design Standards for information regarding exterior furniture and signage.
3. All banners and signs installed on building exteriors must be approved by UO Communications.
4. Parking and Transportation is responsible for the installation, maintenance and repair of all parking lots and traffic control signage.

## LOCKS AND SECURITY

<b>Who Performs</b>	<b>CPFM</b>	<ul style="list-style-type: none"> <li>• Lock changes and re-keys for departmental needs and/or new tenants.</li> <li>• Door and door hardware changes and upgrades at department's request.</li> <li>• Departmentally requested access control (proximity readers, alarm systems, etc.), camera systems, network data storage</li> <li>• Departmentally requested panic/duress systems</li> </ul>	<ul style="list-style-type: none"> <li>• Required accessible doors for exterior entrances and in approved public areas as possible though annual budget.</li> <li>• Exterior access control systems (AMAG, for example) for publicly accessible academic buildings.</li> <li>• Repair and maintenance to all doors and associated hardware, including electric door openers</li> </ul>
	<b>Department</b>		
	<b>Department</b>	<b>CPFM</b>	
	<b>Who Pays</b>		

**FOOTNOTES:**

1. All security improvements/upgrades must be reviewed and approved by Campus Vulnerability Assessment Team (CVAT).



## CLASSROOMS

<b>Who Performs</b>	<b>CPFM</b>	<p><u>Departmentally Controlled</u></p> <ul style="list-style-type: none"> <li>• Initial install, replacement, and repair of:               <ul style="list-style-type: none"> <li>○ Whiteboards</li> <li>○ Chalkboards</li> <li>○ Blinds</li> <li>○ Teaching stations and lecterns</li> <li>○ Tables and chairs</li> <li>○ AV Equipment (1)</li> </ul> </li> <li>• Placement and removal of ADA furniture, as directed by the Accessible Education Center.</li> <li>• Painting of walls by departmental request outside of normal replacement schedule</li> <li>• Floor replacement by departmental request outside of normal replacement schedule</li> </ul> <p>Teaching Labs</p> <ul style="list-style-type: none"> <li>• Daily cleaning, trash removal and replacement of chalk and erasers by Custodial Services</li> </ul>	<p><u>Centrally &amp; Joint Controlled</u></p> <ul style="list-style-type: none"> <li>• Replacement and repair of:               <ul style="list-style-type: none"> <li>○ Whiteboards</li> <li>○ Chalkboards</li> <li>○ Blinds</li> <li>○ Teaching stations and lecterns</li> <li>○ Tables and chairs</li> <li>○ AV Equipment (1)</li> </ul> </li> <li>• Placement and removal of ADA furniture, as directed by the Accessible Education Center</li> <li>• Floor repair and replacement as determined by CPFM for purpose of maintenance, repair, or safety as possible through the annual budget and schedule.</li> <li>• Painting of walls to the degree as possible through the annual budget and schedule.</li> </ul> <p>All Classrooms</p> <ul style="list-style-type: none"> <li>• Daily cleaning, trash removal and replacement of chalk and erasers by Custodial Services</li> </ul>
	<b>Departme</b>	<ul style="list-style-type: none"> <li>• Provide, replace and repair of:</li> <li>• Chalk and erasers</li> <li>• Dry erase markers and erasers</li> <li>• Mobile whiteboards and chalkboards (May be purchased from Facilities Services)</li> </ul>	
	<b>Department</b>	<b>CPFM</b>	
	<b>Who Pays</b>		

**FOOTNOTES:**

1. Central IS is responsible for all classroom technology, A/V Equipment in centrally and joint controlled classrooms.
2. Any change to all classrooms must be presented to and reviewed by the Committee on Academic Infrastructure.
3. All furniture purchased for classrooms must meet UO standards as defined in the UO Classroom Design Guidelines.
4. Any change to seat count within all classrooms must be reviewed by CPFM and UO Registrar's Office.

## FURNITURE, FINISHES, AND ACCESSORIES

All items listed in this section must be coordinated through CPFM to ensure conformity with ADA and UO Design Standards.

Who Performs	CPFM	<p><u>Finishes</u></p> <ul style="list-style-type: none"> <li>• Ceiling upgrades and modifications.</li> <li>• Painting of office areas and department suites in greater frequency than planned through CPFM’s annual budget and schedule.</li> <li>• Floor replacement in greater frequency than planned through CPFM’s annual budget and schedule.</li> <li>• Abatement costs associated with finish replacement in greater frequency than planned through CPFM’s annual budget and schedule.</li> </ul> <p><u>Furnishings</u></p> <ul style="list-style-type: none"> <li>• Departmental furnishings.</li> <li>• Collect and transport unwanted surplus furniture.</li> </ul> <p><u>Accessories &amp; Other</u></p> <ul style="list-style-type: none"> <li>• Installation of shelves, whiteboard, and art</li> <li>• Window coverings in departmental spaces and offices.</li> <li>• Departmental signage that is requested beyond the provided identifying and wayfinding signage.</li> <li>• Installing artwork and whiteboards in non-public spaces.</li> <li>• Installation of other wall-mounted items (monitors, for example).</li> </ul>	<p><u>Finishes</u></p> <ul style="list-style-type: none"> <li>• Ceiling repair.</li> <li>• Painting in public spaces to the degree possible through annual budget and schedule.</li> <li>• Floor repair and replacement as determined by CPFM for purpose of maintenance, repair, or safety and in alignment with annual budget and schedule.</li> </ul> <p><u>Furnishings/ Casework</u></p> <ul style="list-style-type: none"> <li>• Maintain and replace furniture and casework in compliance with ADA and UO standards in Facilities managed public spaces as possible through annual budget and schedule.</li> <li>• Manage Surplus furniture warehouse including <a href="#">online inventory and reservation system</a>.</li> </ul> <p><u>Accessories &amp; Other</u></p> <ul style="list-style-type: none"> <li>• Interior signage in public spaces for safety and wayfinding purposes as possible through annual budget and schedule. Includes: room numbers, directories, restroom signs, exit signs, etc.</li> <li>• Window coverings in public spaces.</li> <li>• Maintenance of window coverings in public and departmental spaces.</li> </ul>
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	<b>Department</b> <ul style="list-style-type: none"> <li>• Post unwanted furniture on <a href="#">BAO surplus website</a>. (See BAO surplus disposal policy <a href="#">here</a>.)</li> <li>• Submit ticket to CPFM to remove unwanted furniture (Note: items must be posted to BAO surplus website for a minimum of one week before CPFM will transport them to surplus warehouse.)</li> </ul>	
	<b>Department</b>	<b>CPFM</b>
	<b>Who Pays</b>	

FOOTNOTES:

1. All finish upgrades must be coordinated through CPFM. See UO Design Standards for finish & furniture standards.
2. If UO Design Standards are not followed, departments will be responsible for maintenance and repair.
3. All interior spaces must adhere to the building finish palette established for a given building.
4. A single accent paint wall per office will be allowed and must be a paint color that is within the building standard finish palette.

## SPECIALTY EQUIPMENT

<b>Who Performs</b>	<b>CPFM</b>	<ul style="list-style-type: none"> <li>• Initial installation and on-going maintenance of back flow devices on departmental equipment.</li> <li>• Installation of hoods and safety cabinets.</li> <li>• Initial installation of supporting systems for hoods and safety cabinets such as ductwork, fans, air lines, gas lines, water lines, fixed and portable equipment, etc.</li> <li>• HEPA filter disposal/install.</li> <li>• Initial installation of supporting systems, such as power, air, gas, etc.</li> <li>• Installation and maintenance of fixed specialty equipment requiring a permanent connection to building structure or utilities.</li> <li>• Initial installation of fixed departmental cranes.</li> </ul>	<ul style="list-style-type: none"> <li>• Initial installation and on-going maintenance for building systems back flow devices</li> <li>• On-going maintenance for supporting systems for fixed and portable equipment such as power, air, gas, etc.</li> <li>• On-going maintenance for fixed departmental cranes.</li> </ul>
	<b>Department</b>	<ul style="list-style-type: none"> <li>• Installation and maintenance of portable equipment not substantially connected to the building or utilities, such as, but not limited to centrifuges, freezers, incubators, refrigerators, etc.</li> </ul>	
	<b>Department</b>	<b>CPFM</b>	
	<b>Who Pays</b>		

**FOOTNOTES:**

1. Prior to ordering and installation of portable equipment, please consult with Facilities Services to ensure that the existing building systems can support the equipment.

**CUSTODIAL SERVICES, RECYCLE, and E-WASTE**

Who Performs	CPFM	<p><u>Custodial Services</u></p> <ul style="list-style-type: none"> <li>• Cleaning of offices as requested by department beyond the standard frequency.</li> <li>• Carpet cleaning as part of renovation.</li> <li>• Carpet cleaning in greater frequency than planned through CPFM’s annual budget and schedule.</li> <li>• Detail cleaning during move outs. (See note 3)</li> <li>• Refinish of hard surface floors in greater frequency than planned through CPFM’s annual budget and schedule.</li> <li>• Interior window and blind cleaning beyond established schedule.</li> <li>• Event clean-up.</li> </ul> <p><u>Recycling</u></p> <ul style="list-style-type: none"> <li>• Trash and recycle services for special events.</li> </ul>	<p><u>Custodial Services</u></p> <ul style="list-style-type: none"> <li>• Daily cleaning of public areas and restrooms, including trash removal.</li> <li>• Monthly cleaning of office spaces, including trash.</li> <li>• Garbage pick-up service, frequency as determined by Facilities.</li> <li>• Lab cleaning as requested by the department; includes floor cleaning and trash removal.</li> <li>• Refinish of hard surface flooring and carpet cleaning in public and office spaces as possible through annual budget and schedule.</li> <li>• Interior window and blind cleaning in all spaces as possible through annual budget and schedule.</li> <li>• Provide campus standard waste receptacles for public spaces.</li> </ul> <p><u>Recycling / E-Waste</u></p> <ul style="list-style-type: none"> <li>• Pick-up of plastic, paper, glass, and metal recycling from centrally located stations.</li> </ul> <p><u>Materials Handling List</u></p> <ul style="list-style-type: none"> <li>• Pick-up of compost.</li> <li>• Pick-up of E-Waste, arranged and paid for by Business Affairs Office (BAO)</li> </ul> <p><u>Recycling Monitoring &amp; Reporting</u></p> <ul style="list-style-type: none"> <li>• The Sustainability Office will produce and publish an annual report summarizing the percent of campus waste diverted from landfill through institutional recycling and reuse programs.</li> <li>• The Sustainability Office conducts targeted waste audits to identify recycling contamination rates. This information will be used to inform recycling education and outreach activities.</li> <li>• The Sustainability Office coordinates special recycling and reuse programs during September Move-in and June Move-out weeks. These programs are managed in partnership with Housing and Solid Waste.</li> </ul>
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	<b>Department</b>	<u>Recycling / E-Waste / Lab Waste</u> <ul style="list-style-type: none"> <li>Disposal of cardboard boxes to designated recycle bins.</li> <li>Work with Environmental Health &amp; Safety (EHS) and Business Affairs Office (BAO) to dispose of lab waste, A/C units, refrigerators, and any other electrical devices.</li> </ul> <u>Hazardous Materials Guide</u>	<u>Recycling and Education Signage</u> <ul style="list-style-type: none"> <li>The Sustainability Office will coordinate annual recycling education programming focusing mostly on new students and conducted at the beginning of the academic year. Special events will be developed to respond to waste audit results on an as-needed basis.</li> <li>Signage on all recycling bins will be designed, produced, and placed by the Sustainability Office with support from Solid Waste.</li> </ul>
	<b>Department</b>	<b>CPFM</b>	<b>Who Pays</b>

**FOOTNOTES:**

1. At this time, compost collection and disposal is only for pre-consumer material
2. For all E-Waste, department shall fill out Property Disposition Form on the BAO website.
3. Responsibility for event clean-ups depends on custodial cleaning schedule for that building. Work Control Center to determine responsibility.
4. Due to schedule constraints, 4 days' notice is needed.
5. Departments are responsible for centralizing recycling and composting materials to the recycling stations.
6. Only CPFM Personnel shall be issued keys to building custodial closets.

## MISCELLANEOUS SERVICES

<b>Who Performs</b>	<b>CPFM</b>	<p><u>Mobile Equipment</u></p> <ul style="list-style-type: none"> <li>• Acquisition, maintenance, and repair of U of O vehicles and mechanized equipment.</li> <li>• Safety equipment and accessories.</li> </ul> <p><u>Pest Control</u></p> <ul style="list-style-type: none"> <li>• Pest control due to negligence (2).</li> <li>• When non-service animals are brought into the workplace, the department is responsible for incurred costs of pest removal.</li> </ul> <p><u>Animal Control Policy</u></p> <p><u>Moving Services</u></p> <ul style="list-style-type: none"> <li>• Pick-up and delivery of surplus furniture.</li> <li>• Moving, rearranging furniture and file cabinets.</li> </ul> <p><u>Event Support Services</u></p> <ul style="list-style-type: none"> <li>• Setup</li> <li>• Teardown</li> <li>• Electrical</li> <li>• Grounds</li> <li>• Recycling</li> <li>• Custodial</li> <li>• Access</li> </ul>	<p><u>Pest Control</u></p> <ul style="list-style-type: none"> <li>• Routine pest control.</li> </ul> <p><u>Reactive Response</u></p> <ul style="list-style-type: none"> <li>• Hot/Cold calls.</li> <li>• Toilet issues.</li> <li>• Restroom paper supplies.</li> <li>• Exterior and classroom unlocks.</li> <li>• Basic spills and clean-ups.</li> <li>• Repairs due to vandalism, including graffiti removal.</li> <li>• Classroom and common area clock setting.</li> <li>• Acquisition, maintenance, and repair of U of O vehicles and mechanized equipment.</li> </ul>
		<b>Department</b>	<b>CPFM</b>
		<b>Who Pays</b>	

**FOOTNOTES:**

1. The mobile equipment shop can assist departments with specifying and/or inspecting vehicles for purchase.
2. Negligence is defined as failure to use reasonable care. Examples of this would be food being left out in office space overnight, windows being left open when space is not in use or feeding of non-service animals on campus.
3. Any banners installed on building exteriors must be approved by Campus Planning.

# UTILITIES AND ENERGY

[Utilities and Energy](#) provides steam, chilled water, electricity, and other district energy services for the University of Oregon. The Utilities and Energy Department is comprised of diverse staff. Specialized electrical technicians, co-generation engineers, mechanical and administrative staff work 24 hours a day to provide safe, reliable, and energy efficient utilities to the University of Oregon. The department is responsible for all aspects of operations, maintenance,



and repairs of the campus utility systems including a 10MW Combined Heat and Power (CHP) plant, 6.5MW emergency power generation, production and distribution of campus heating steam using two industrial natural gas fired boilers, production and distribution of electrical power, 7,500 ton chilled water plant and distribution system, compressed air, and other services to more than 80 buildings and nearly 4 miles of distribution tunnels. The department works with multiple campus partners from across different business units to ensure effective operations, avoid unsafe conditions, and mitigate service interruptions in all utility functions.

Campus utilities are distributed through 4 miles of underground tunnels. The tunnel system is controlled, monitored, and maintained 24 hours a day by the Utilities & Energy Department. Tunnels are Confined Spaces and entry must be authorized by the U&E Control Room. Departments and Contractors who need to access the UO Tunnel System are required to watch the [Tunnel Entry Training Video](#) and fill out the [Tunnel Entry Briefing Form](#), which can be done online. Once complete, the form must be turned in to the Control Room at U&E.

A Tunnel Work Authorization Request ([TWAR](#)) form is required for any work planned to be done within the Tunnel System. TWAR's must be submitted to U&E for review and approval prior to entry and start of work.

## CPFM Responsibility

- Maintenance, repair, and replacement of existing utility components:
  - Utilities Steam Production & Distribution
  - Utilities Chilled Water Production & Distribution
  - Utilities Electrical Distribution
  - Utilities Operations
  - Utilities Mechanical
  - Utilities Meter Management
  - Energy Management
  - Tunnel Access & Maintenance

[Utilities and Energy Team](#)



Department Responsibility

- Project support

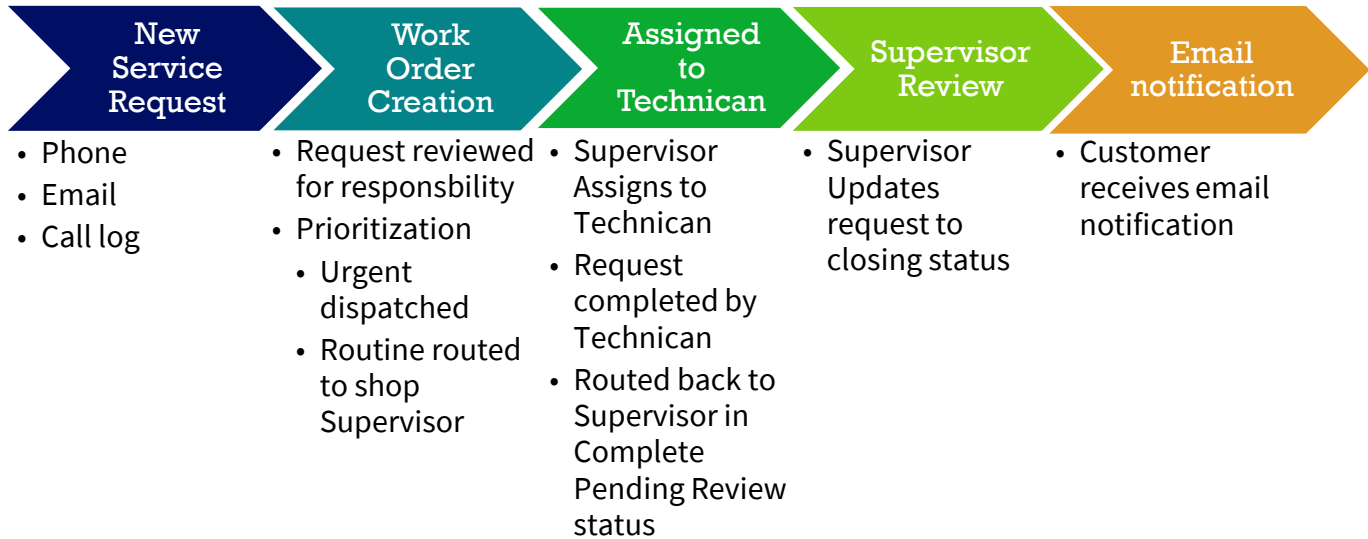
## FUNDING AND SERVICE MATRIX

The below matrix is to highlight common types of work and who does it and who performs the work.

### CAMPUS UTILITIES

<b>Who Performs</b>	<b>CPFM</b>	<p>Modifications to existing or installations of new and specialized plumbing supply and waste systems and components serving departmental owned equipment:</p> <ul style="list-style-type: none"> <li>• Initial install and replacement of emergency generators</li> <li>• Additions/Modifications for Department specific equipment</li> <li>• Temporary Connections for Events</li> </ul>	<p>Maintenance, repair &amp; replacement of existing utility components:</p> <ul style="list-style-type: none"> <li>• Central Chilled Water</li> <li>• Building Cooling Chilled Water</li> <li>• Central Compressed Air</li> <li>• Building Compressed Air for bldg. HVAC systems</li> <li>• Domestic Water</li> <li>• Heating Steam</li> <li>• Condensate</li> <li>• Untreated Steam</li> <li>• High Voltage Electrical Service</li> <li>• Low Voltage Electrical Service</li> <li>• Building level Metering</li> <li>• Natural Gas Services</li> <li>• Stand Alone Boilers</li> <li>• Sanitary Sewer</li> <li>• Existing emergency generators</li> <li>• Off-Campus Utilities Services</li> <li>• Storm Drain</li> <li>• Irrigation</li> </ul>
	<b>Department</b>		
		<b>Department</b>	<b>CPFM</b>
<b>Who Pays</b>			

# SERVICE REQUEST PROCESS



## PARTNERS

### Finance and Administration Shared Services

Business Operations, Information Technology, Human Resources, Mail Services

### Safety and Risk Services

UO Police, Emergency Management, Risk & Insurance, Environmental Health & Safety, Location Innovation Lab, Enterprise Resilience, GIS

### Transportation Services

UO Parking Portal, Duck Rides

## FEES

To access current fees, please visit the [Budget and Resource Planning Website](#).

1. Under the current year select “[Other Charges, Fees, and Fines for Services, Facilities, Operations, and Programs](#)”
2. Once opened, select “[Campus Planning and Facilities Management \(CPFM\)](#)” from the table of contents.