

University of Oregon

**Campus Planning
and
Facilities Management**



SERVICES and FUNDING GUIDE

Revised August 2022



May 2022

Dear Valued Customers,

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

Campus Planning and Facilities Management (CPFM) is responsible for the construction and maintenance of the structure and infrastructure of the main campus buildings and grounds. CPFM is comprised of the following units: Campus Planning, Utilities and Energy, Design and Construction, Facilities Services, and the Office of Sustainability. This department is charged with operating, maintaining, and preserving the value of UO's physical facilities for the benefit of the state and UO. This includes assuring that all construction activities are accomplished in accordance with State Statutes, Administrative Rules, Legislative Authorizations, University Policies, University Design Guidelines, University Construction Standards, building codes, seismic codes, electrical/mechanical codes, ADA Guidelines, Environmental Health & Safety Regulations, Department of Labor Relations, Insurance Requirements, Collective Bargaining Agreements, and are performed in an efficient and cost effective manner.

This document provides a broad overview of funding responsibilities for the basic services provided and administered by CPFM. If you have questions about services not listed, **please contact our Work Control Center at workcontrolcenter@uoregon.edu, or call 541-346-2319.** CPFM conforms to the 'Campus Construction Standards,' which can be accessed at: <http://cpfm.uoregon.edu/campus-design-standards-0>

As an institutional responsibility, CPFM is the sole provider of alteration, maintenance, and repair of facilities for E&G funded buildings, at the University of Oregon. This responsibility is in place to minimize the incidence of statutory and regulatory violations, maintain standards of quality and appearance, provide coordination of work, maintain a safe work environment, and preserve the integrity of structures and systems.

Funding Responsibilities

This document identifies the financial responsibility for the management, maintenance, repair, and renovation services listed. 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.

“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.

Service Responsibilities

You can request services by logging into <https://cgis.uoregon.edu/callog>. Skilled trades’ personnel in the Facilities Services unit will manage/perform the work. A work order will be generated by the work control center. **Designation as a “department funding responsibility” does not imply that work may be performed or managed by departments. Please note that variation may occur for leased properties.**

We look forward to the opportunity of collaborating with you and keeping the University of Oregon functioning smoothly.

Regards,

Michael A. Harwood, FAIA
Associate Vice President & University Architect
Campus Planning & Facilities Management
1295 Franklin Blvd., Building 136
Eugene, OR 97403

Table of Contents

HVAC..... 5

Electrical..... 6

Plumbing..... 7

Building Exterior..... 8

Exterior Grounds..... 9

Locks & Security..... 10

Classrooms..... 11

Furniture, Finishes & Accessories..... 12

Specialty Equipment..... 13

Custodial, Recycle & E-Waste..... 14

Miscellaneous Services..... 16

Campus Utilities..... 17

Campus Planning..... 18

HVAC

Who Does It	CPFM	<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"> • Constant temperature rooms • Clean rooms • IT server rooms <p>Maintenance & repair of Department owned HVAC systems, when notified.</p>	<p>Maintenance, Repair & Replacement of existing building Heating, Ventilation and Air Conditioning systems and components:</p> <ul style="list-style-type: none"> • Heating and cooling equipment within buildings • Fume hoods and general exhaust equipment • Laboratory utility systems (steam, vacuum, compressed air, natural gas, etc.) • Hydronic/steam heating and cooling distribution systems (radiators, chilled beams, traps, piping, valves, etc.) • Building automation systems (thermostats, motor controls, sensors, control panels, etc.)
	Department		
		Department	CPFM
	Who Pays for It		

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

Who Does It	CPFM	<p>Lighting installations, upgrades, or modifications to:</p> <ul style="list-style-type: none"> • Departmental display cases and task lighting, greenhouse lights, and dark room lighting • Specialized lighting such as LED, full spectrum, etc. <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"> • Requiring circuit extensions, breakers, or controls. <p>Nuisance breaker trips due to unauthorized equipment (coffee makers, heaters, A/C units, etc.)</p> <p>Office Electrical Sheet Space Heater Safety Sheet</p>	<p>Maintenance, Repair & Replacement of existing building electrical distribution systems and components:</p> <ul style="list-style-type: none"> • Interior and exterior lighting. • Broken switches and receptacles • Emergency lighting • Egress lighting • Electric door openers • Emergency generator maintenance • Elevators and lifts
	Department		
	Department	CPFM	
	Who Pays for It		

FOOTNOTES:

1. Installation of emergency electrical generators required for special departmental equipment are funded by the department (or Capital Project) and maintained by CPMF at departmental expense. CPMF 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

Who Does It	CPFM	<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"> • Cooling water systems • Deionized water systems • Instant hot water heaters • Water, waste and lab utility services to departmental labs, kitchens, refrigerators, coffee pots, etc. <p>Maintenance & repair of department owned plumbing supply and waste systems.</p>	<p>Maintenance, repair & replacement of existing building plumbing supply and waste systems and components:</p> <ul style="list-style-type: none"> • 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. • Backflow devices • Plumbing fixtures and associated piping/valves/pumps for drinking fountains, sinks/faucets, toilets/urinals • Emergency shower/eyewash stations • Decorative water fountains <p>Gutters, rain drains and downspouts</p>
	Department		
		Department	CPFM
	Who Pays for It		

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.

BUILDING EXTERIOR

Who Does It	CPFM	<ul style="list-style-type: none"> Pick-up, delivery, and labor to hang exterior banners. 	<ul style="list-style-type: none"> Repair and maintenance of loading dock bumpers, mechanical dock levelers, exterior overhead coils, and grills as possible through the annual budget and schedule. Repair and maintenance of all building exterior elements such as: Building facade, building mounted signs, roofs, stairs, ramps and lifts, doors and hardware, windows, window screens, and related window hardware. Exterior building and window cleaning on a rotating system as possible through the annual budget and schedule.
	Department		
		Department	CPFM
		Who Pays for It	

FOOTNOTES:

- Any banners installed on building exteriors must be approved by Campus Planning.

EXTERIOR GROUNDS

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

FOOTNOTES:

1. Refer to Campus Plan and UO Design Standards for information regarding exterior furniture and signage.
2. All banners and signs installed on building exteriors must be approved by Campus Planning.
3. Parking and Transportation is responsible for the installation, maintenance and repair of all parking lots and traffic control signage.

LOCKS AND SECURITY

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

FOOTNOTES:

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

CLASSROOMS

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

FOOTNOTES:

- Central IS is responsible for all classroom technology, A/V Equipment in centrally and joint controlled classrooms.
- Any change to all classrooms must be presented to and reviewed by the Committee on Academic Infrastructure.
- All furniture purchased for classrooms must meet UO standards as defined in the UO Classroom Design Guidelines.
- 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 Does It	CPFM	<p><u>Finishes</u></p> <ul style="list-style-type: none"> • Ceiling upgrades and modifications. • Painting of office areas and department suites in greater frequency than planned through CPFM’s annual budget and schedule. • Floor replacement in greater frequency than planned through CPFM’s annual budget and schedule. • Abatement costs associated with finish replacement in greater frequency than planned through CPFM’s annual budget and schedule. <p><u>Furnishings</u></p> <ul style="list-style-type: none"> • Departmental furnishings. • Collect and transport unwanted surplus furniture. <p><u>Accessories & Other</u></p> <ul style="list-style-type: none"> • Installation of shelves, whiteboard, and art • Window coverings in departmental spaces and offices. • Departmental signage that is requested beyond the provided identifying and wayfinding signage. • Installing artwork and whiteboards in non-public spaces. • Installation of other wall-mounted items (monitors, for example). 	<p><u>Finishes</u></p> <ul style="list-style-type: none"> • Ceiling repair. • Painting in public spaces to the degree possible through annual budget and schedule. • Floor repair and replacement as determined by CPFM for purpose of maintenance, repair, or safety and in alignment with annual budget and schedule. <p><u>Furnishings/ Casework</u></p> <ul style="list-style-type: none"> • Maintain and replace furniture and casework in compliance with ADA and UO standards in public spaces as possible through annual budget and schedule. • Manage Surplus furniture warehouse including online inventory and reservation system. <p><u>Accessories & Other</u></p> <ul style="list-style-type: none"> • 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. • Window coverings in public spaces. • Maintenance of window coverings in public and departmental spaces.
	Department	<ul style="list-style-type: none"> • Post unwanted furniture on BAO surplus website. (See BAO surplus disposal policy here.) • 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.) 	
	Department	CPFM	
	Who Pays for It		

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

Who Does It	CPFM	<ul style="list-style-type: none"> Initial installation and on-going maintenance of back flow devices on departmental equipment. Installation of hoods and safety cabinets. 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. HEPA filter disposal/install. Initial installation of supporting systems, such as power, air, gas, etc. Installation and maintenance of fixed specialty equipment requiring a permanent connection to building structure or utilities. Initial installation of fixed departmental cranes. 	<ul style="list-style-type: none"> Initial installation and on-going maintenance for building systems back flow devices On-going maintenance for supporting systems for fixed and portable equipment such as power, air, gas, etc. On-going maintenance for fixed departmental cranes.
	Department	<ul style="list-style-type: none"> 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. 	
		Department	CPFM
		Who Pays for It	

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 Does It	CPFM	<p><u>Custodial Services</u></p> <ul style="list-style-type: none"> • Cleaning of offices as requested by department beyond the standard frequency. • Carpet cleaning as part of renovation. • Carpet cleaning in greater frequency than planned through CPFM’s annual budget and schedule. • Detail cleaning during move outs. (See note 3) • Refinish of hard surface floors in greater frequency than planned through CPFM’s annual budget and schedule. • Interior window and blind cleaning beyond established schedule. • Event clean-up. <p><u>Recycling</u></p> <ul style="list-style-type: none"> • Trash and recycle services for special events. 	<p><u>Custodial Services</u></p> <ul style="list-style-type: none"> • Daily cleaning of public areas and restrooms, including trash removal. • Monthly cleaning of office spaces, including trash. • Garbage pick-up service, frequency as determined by Facilities. • Lab cleaning as requested by the department; includes floor cleaning and trash removal. • Refinish of hard surface flooring and carpet cleaning in public and office spaces as possible through annual budget and schedule. • Interior window and blind cleaning in all spaces as possible through annual budget and schedule. • Provide campus standard waste receptacles for public spaces. <p><u>Recycling / E-Waste</u></p> <ul style="list-style-type: none"> • Pick-up of plastic, paper, glass, and metal recycling from centrally located Zero Waste stations. <p><u>Materials Handling List</u></p> <ul style="list-style-type: none"> • Pick-up of compost. • Pick-up of E-Waste, arranged and paid for by Business Affairs Office (BAO) <p><u>Recycling Monitoring & Reporting</u></p> <ul style="list-style-type: none"> • 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. • The Sustainability Office conducts targeted waste audits to identify recycling contamination rates. This information will be used to inform recycling education and outreach activities. • 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 Zero Waste.
	Department	<p><u>Recycling / E-Waste / Lab Waste</u></p> <ul style="list-style-type: none"> • Disposal of cardboard boxes to designated recycle bins. • Delivery of items from offices space to Re-usable Office Supply Exchange (R.O.S.E.). • Work with Environmental Health & Safety (EHS) and Business Affairs Office (BAO) to dispose of lab waste, A/C units, refrigerators, and any other electrical devices. <p><u>Hazardous Materials Guide</u></p>	<p><u>Recycling and Education Signage</u></p> <ul style="list-style-type: none"> • 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. • Signage on all recycling bins will be designed, produced, and placed by the Sustainability Office with support from Zero Waste.
		Department	CPFM
	Who Pays for It		

SERVICES AND FUNDING GUIDE

FOOTNOTES:

1. For all E-Waste, department shall fill out Property Disposition Form on the BAO website.
2. Responsibility for event clean-ups depends on custodial cleaning schedule for that building. Work Control Center to determine responsibility.
3. *Due to schedule constraints, 4 days' notice is needed.
4. Departments are responsible for centralizing recycling and composting materials to the Zero Waste Stations.

Only CPFM Personnel shall be issued keys to building custodial closets.

MISCELLANEOUS SERVICES

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

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.

CAMPUS UTILITIES

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

CAMPUS PLANNING

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