

## **FACILITIES MANAGEMENT**

### **MAINTENANCE AND COST RECOVERY**

#### **General Fund Supported Operations**

Under the guidelines established by the CSU Executive Order No. 847 - Policy Statement on Facility Maintenance, dated January 10, 2003, campus service providers are required to develop a charge back/cost recovery system. In addition, campus policy and procedures must ensure the return of all costs to the physical plant operations budget for those services.

#### **Self-Supporting Organizations**

Costs incurred by the CSU Operating Fund for services, products, and facilities provided to other CSU funds and to Auxiliary Organizations are properly and consistently recovered with cash and/or a documented exchange of value. Allowable direct costs incurred by the CSU Operating Fund shall be allocated and recovered based on actual costs incurred. Allowable and allocable indirect costs shall be allocated and recovered according to a cost allocation plan that utilizes a documented and consistent methodology including identification of indirect costs and a basis for allocation.

Source: Executive Order No. 1000 – Delegation of Fiscal Authority and Responsibility.

Facilities Management's primary function is to provide maintenance or baseline services for the campus facilities and grounds and is funded by the General Fund. When receiving requests for non-maintenance services or for maintenance work beyond the program schedule, the costs of performing these activities will be reimbursed by the requesting party.

#### **Baseline services for Maintenance**

Baseline services include: Maintenance of electrical, natural gas, steam water, storm and sanitary distribution systems; heating, ventilation, air conditioning mechanical equipment, elevators and escalators and all associated equipment and accessories; building envelopes including walls, windows, and roofs; interior components such as floors, stairs, ceilings, doors and hardware; special permanently affixed appurtenances such as signage, railing; hardscape such as sidewalks, curbing, roads, and stairways; general grounds and landscape maintenance activities.

#### **Sacramento State Self-Supporting Organizations**

The following organizations are known to be self-supporting enterprises and do not receive State funding. There may be others not identified below:

- Alumni Relations & Association
- Associated Students, Inc.
- Athletics (events only)
- Capital Public Radio, Inc.
- Child Care Center

- College of Continuing Education
- Dining Commons
- Food Services
- Peak Adventures
- Recreational Sports
- Housing & Residential Life
- Student Health Center
- U.S. Geological Survey
- University Enterprises, Inc. (Bookstore, Del Norte, Placer, Modoc, Napa, Folsom)
- University Union & The Well
- University Transportation and Parking

### **Charge Back/Cost Recovery Services**

Facilities Management renders non-maintenance services upon special request. These services are not otherwise funded by the General Fund budget allocation. This work may include new construction, alterations, remodeling, the fabrication and installation of equipment or furnishings and maintenance services requested above and beyond the regularly scheduled occurrence. The charge to the requesting department will include labor, benefits and materials as well as appropriate indirect overhead costs.

### **Examples of charge back/cost recovery services include:**

- Construction, installation and/or disassembling of cabinetry, shelving, furniture, bulletin boards, white boards, chalkboards, and the relocation of such items.
- Changes in door locks, including the re-keying of locks that are otherwise functional and sound.
- Any space change alterations or remodeling of the building structure, its hardware or mechanical and electrical systems.
- Installation and securing of pictures, bookcases, murals, projectors, screen, all computer components, televisions, and microwaves; and other similar equipment.
- Maintenance, repair, relocation, or disposal of departmental equipment and apparatus such as autoclaves, water distillers, icemakers, freezers, refrigerators, athletic equipment, theater or production equipment including lighting and staging equipment.
- Maintenance and repair of departmental vehicles including fuel costs.
- Moving services and/or the removal of property including off-campus pickups and deliveries; providing packing materials for such moves.
- Special events setup and take down for various departmental functions that may include, but not limited to, tables and chairs and the installation of staging or platforms.
- Service requests that necessitate Facilities Management employees to work events outside of their regularly scheduled work hours.
- Personal nameplates, office hour signs, special office directional and information signs. Department initiated changes to permanent building signage.
- Repairs to facilities due to departmental neglect or misuse.
- Custodial and grounds services requested outside of regularly scheduled working hours including service requests that exceed the frequency provided (under baseline maintenance).