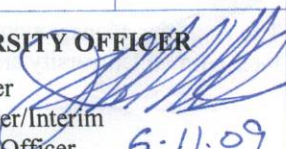


**FLORIDA INTERNATIONAL UNIVERSITY
OFFICIAL UNIVERSITY PROCEDURE**

University Community (faculty, staff and students)

<p>SUBJECT</p> <p>MAINTENANCE AND OPERATION OF UNIVERSITY BUILDINGS AND FACILITIES</p>	<p>EFFECTIVE DATE</p> <p>January 2009</p>	<p>PROCEDURE NUMBER</p>	<p>UNDERLYING POLICY</p>
<p>RESPONSIBLE UNIVERSITY DIVISION/DEPARTMENT</p> <p>Division of Administration Florida International University</p>	<p>RESPONSIBLE UNIVERSITY OFFICER</p> <p>John Miller University Treasurer/Interim Chief Financial Officer  6-11-09</p>		

PROCEDURE STATEMENT

The Facilities Management Department will be the central point of control and approval for the Maintenance and Operations of all University buildings and facilities.

The Facilities Management Department is state funded to maintain the functionality of E&G space as originally intended. PO&M funding provides for routine maintenance and support of E&G operations. Maintenance work is performed to offset the effects of normal wear and tear in the University E&G facilities. The university receives no funding to support or subsidize non-E&G entities or activities. This funding logic leads to two conclusions: (1) E&G will not be charged for normal and regular maintenance but can be charged for activities, support, and maintenance that exceeds routine levels. (2) Non- E&G entities must be charged for all support provided by Facilities Management.

REASON FOR PROCEDURE

In order to maintain appropriate safety, health, environmental, building code compliance and overall standards for all University buildings and facilities, central control for the review and approval of all maintenance and operations projects must be approved by the Facilities Management Department prior to their implementation.

RELATED INFORMATION

The staff of the Facilities Management Department will be responsible for the implementation of this procedure. The Facilities Management Department shall consult with the Office of Environmental Health & Safety and Risk Management Services when the maintenance or operation of a building, facility or laboratory involves hazardous and biohazardous materials or other substances subject to federal and state laws and regulations.

CONTACTS

Administrative Office's Address	Telephone Number	Fax Number
John Cal Associate Vice President, Facilities Management Florida International University University Park Campus 11200 S.W. Eighth Street, CSC 220 Miami, Florida 33199	(305) 348-4001	(305) 348-4014

DEFINITION

The Facilities Management Department is an organizational unit of the Division of Finance and Administration of Florida International University and has been delegated the appropriate authority to define, implement and enforce this procedure.

RESPONSIBILITIES

This procedure is applicable to all faculty, staff and students of the University who have the responsibility of abiding to it in its entirety.

FORMS/ONLINE PROCESSES

The services provided by the Facilities Management Department can be found in their E&G/Non-E&G job schedules at <http://facilities.fiu.edu/jobschedules.htm>.

Florida International University
Facilities Management Department (FMD)

E&G/Non-E&G FMD Job Schedules

The Facilities Management Department is state funded for routine maintenance of E&G space as originally intended. This maintenance work is performed to offset the effects of normal “wear and tear” in University E&G facilities and no charge is generally incurred. FIU does not receive any funding for subsidizing non-E&G operations.

All non E&G entities are charged for all services. E&G entities are charged for services outside of the routine maintenance scope.

ROUTINE Jobs funded by Facilities Management	CHARGEABLE Services provided but not Funded by Facilities Management:
<ul style="list-style-type: none"> • Problems or repairs involving building components such as plumbing, drains, light fixtures and receptacles • Normal housekeeping and cleaning • Trash removal • Standard window treatment repair and replacement • Painting in accordance with the paint schedule-5 yr cycle (Standard color palette only) • Standard bldg. signage, office name-plates, directories & monument signage 	<ul style="list-style-type: none"> • Installation and maintenance of new services: air conditioning, electric, water, etc. requested by the department • Special housekeeping requests above normal service levels • Special trash/recycle pickups • Window treatment upgrades • Painting more frequently than the 5 yr cycle Or non-standard colors • Special request signage (events, conferences, meetings)

<ul style="list-style-type: none"> • Carpet shampooing in major public areas according to the carpet cleaning schedule (for questions on this schedule call 74630) • Repair of existing locks/hardware (doors, door hardware, locknetic prog.) 	<ul style="list-style-type: none"> • Carpet shampooing more frequently than established cleaning schedule (for questions on this schedule call 74630) • Lock changes or additions and keys requested by the department. Note: the Dean or Vice President must approve requests for keys and lock changes. We may not process certain types of lock requests and will discuss those with the individual departments
<ul style="list-style-type: none"> • Pest control / Animal control • Interior and exterior lighting maintenance 	<ul style="list-style-type: none"> • Specialized or extraordinary pest control • Parking lot/Garage lighting
<ul style="list-style-type: none"> • Air conditioning repairs (too hot/too cold) set point 75 ° F • Hanging of bulletin, white boards, a/v brackets & flags in classrooms • Forced office moves as determined by Academic Space Management 	<ul style="list-style-type: none"> • Modifications or additions to systems, such as electrical or air conditioning as a result of program changes or increased needs • Hanging of pictures/plaques, bulletin boards, a/v brackets in offices & conference rooms • Building or office renovations required to accommodate changes in program (Space Committee Authorization)
<ul style="list-style-type: none"> • Fire alarm systems • Document shuttle service between campuses (Inter-office mail, etc.) • Graffiti removal 	<ul style="list-style-type: none"> • Security changes if due to a change in the department's requirements, i.e. additional alarms, locks, and maintenance of such equipment (surveillance systems) • Replacement of lost keys • Special event setups

<ul style="list-style-type: none"> • Restroom Maintenance • Carpet replacement, min. 7 year cycle • Repair of industrial ice machines installed with original building • Water fountains • Repair of building material and equipment (compressors, vacuum pumps) • Damage due to leaks or minor plumbing problems - Water leaks (roof/windows etc.) • Public area maintenance • Elevator maintenance/ repairs (Contractor) • Walk-off mat replacement • Building safety corrections i.e., broken railings, electrical covers, exposed wires 	<ul style="list-style-type: none"> • Modifications or additions to occupied space requested by the department • Transportation of furniture & equipment • New furniture assembly requested by the department • Office relocations • Demolition and/or removal of student construction
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FMD Rates

\$25.00/hour
 1 hour minimum
 ½ hour increments
 Material: Material + 10%