



CALIFORNIA
STATE
UNIVERSITY,
FRESNO

REVISED:
July 1, 2008

MEMORANDUM

TO: Administrators and Deans

FROM: Robert Boyd

SUBJECT: Update, Facilities Management Chargeback Policy & Rates

The primary function for the maintenance and service of the buildings and ground rests with Facilities Management. Routine maintenance and baseline services for campus facilities and grounds are funded by the General Fund.

Additionally, any modification, alteration or addition to the physical structure of any University facility or its environs or grounds must be performed by Facilities Management, under its supervision, or with its approval (see Building Permit Process). This is necessary in order to ensure that project materials meet minimum campus standards, changes comply with applicable building codes and ADA requirements, that the project is properly permitted, and that space usage has been reviewed and approved by Facilities Planning Space Management personnel. Performing such work may also violate collective bargaining agreements.

Per CSU Executive Orders 753 and 847 (<http://www.calstate.edu/eo>), Facilities Management is required to charge for non-maintenance work and for all work performed for non-state funded agencies (external users). When receiving requests for non-maintenance or routine services, work beyond the program schedule, or for any work performed for auxiliary entities, the costs of performing these activities must be reimbursed by the requesting party.

The following chargeback rates were approved by the Campus Chargeback Committee and will go into effect, July 1, 2008. They were developed to ensure accurate cost allocation; consistent billing practices among the various facilities types; and compliance with the University's Chargeback Policy.

Facilities Management
2351 E. Barstow Ave. M/S P088
Fresno, CA 93740-8004
559.278.5828
Fax 559.278.7698

Maintenance/ Baseline Services:

Baseline services for university owned facilities (internal users) that are not charged include: Maintenance of electrical, natural gas, steam water, storm and sanitary distribution systems, heating, ventilation, air conditioning mechanical equipment, elevators, and all associated equipment and accessories; building envelopes including

walls, windows, and roofs; interior components as floors, halls, stairs ceilings, floor coverings, wall coverings, millwork, doors, and hardware; fixed appurtenances such as signage (including street signage, campus map stands, building and room signage), railing, hardscape such as sidewalks, curbing, streets, and stairways; and general grounds and landscape maintenance activities.

Types of Billable Services: (includes, but not limited to)

1. Internal Users – Services beyond the standard baseline level.

Building Service Engineers:

- Miscellaneous contracted services on request.

Construction Management/Inspection Services:

- Project Management, administration and outside vendor consulting or services for non-funded minor capital improvements, billed at 7% of total project cost.

Custodial Services:

- APPA Appearance factors for level 3 is the baseline standard.
- Special requests for floor or carpet care.
- Service requests that necessitate Plant Operations' employees to work events outside of their regularly scheduled work hours.
- Special event setup and take down for various departmental functions that may include tables, chairs and installation of staging or platforms.

General Maintenance:

- Grant funded programs that require new use of rooms or special changes.
- State-owned non-funded facilities.

Grounds:

- Trash cans & liners or barricade delivery & set-up.
- O'Neill Park events or usage.

Hazardous Materials:

- Work completed internally will include salary surcharge mandated in Collective Bargaining MOU, as well as labor rates.
- Outside vendor services will be cost of contracts.

Lock Shop: (Departmental Charges)

- Duplicate or lost key replacement.
- Changes in door locks, including the re-keying of locks that are otherwise functional and sound.
- Re-keying a building due to lost keys charged.
- New Locknetic or other specialized door lock hardware

Paint:

- Office paint requests within 10 year standard.

- Instructional space painting requests beyond the standard.

Trades:

- Construction, installation and/or disassembling of cabinetry, shelving, furniture, bulletin boards, white boards, chalkboards, and the relocation of such items.
- 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, microwaves; and other similar equipment.
- Maintenance, repair, relocation or disposal of departmental equipment and apparatus such as auto claves, water distillers, icemakers, freezers, refrigerators, athletic equipment, theatre, or production equipment including lighting and staging equipment.
- Personal nameplates, office hour signs, special office directional and information signs (Permanent building signage is considered baseline maintenance.)
- Repairs to facilities due to departmental neglect or misuse.
- Personalized office signage.

2. External Users (uses external rates for all requests or needs)

Building Service Engineers:

- Contracted engineering services for non-state buildings.
- Preventative or routine maintenance (e.g., elevator maintenance).
- State fees for licensing & inspections to be billed at the direct costs.

Construction Management/Inspection Services:

- Project Management, administration and outside vendor consulting or services for non-funded minor capital improvements, billed at 7% of total project cost.

Custodial Services:

- Custodial care for non-state facilities.

General Maintenance:

- Repair in non-state buildings.

Grounds:

- Grounds or field maintenance for non-state facilities.
- Trash can & liners or barricade delivery & set-up.
- Pest control problems for non-state facilities.

Hazardous Materials:

- Work completed internally will include salary surcharge mandated in Collective Bargaining MOU, as well as labor rates.
- Outside vendor services will be cost of contracts.

Lock Shop:

- All key needs for non-state buildings.

Paint:

- Service requests that require paint needs for non-state facilities.

Parking Lot Services:

- Maintenance of campus roads and sidewalks are provided as baseline services. Maintenance of campus parking lots, including campus road or sidewalks within a parking area are not a baseline service. Parking lot maintenance and other parking lot services provided by Facilities Maintenance are subject to chargebacks; external user chargeback rates apply.

Trades:

- Maintenance, repair or alterations in non-state, non-contracted buildings.

Charge Back Rates:

Labor Rates:

Types - Average Hourly	Internal User Services	Internal User Services- Overtime	External/ Auxiliary	External/ Auxiliary- Overtime
Carpenter	34.00	51.00	61.00	91.00
Custodial	17.00	25.50	30.00	45.50
Design	35.00	52.50	62.00	93.50
Electrician	36.00	54.00	64.00	96.00
BSE	36.00	54.00	64.00	96.00
Grounds	22.00	33.00	39.00	59.00
HVAC	36.00	54.00	64.00	96.00
Lockshop	34.00	51.00	61.00	91.00
Painters	34.00	51.00	61.00	91.00
Plumbers	36.00	54.00	64.00	96.00

Effective: 04/2008 through 06/2009

Materials: Actual cost of products or goods including all handling costs.

Supplies: Goods supplied to non-state departments. An overhead fee of 20% will be included.

Inventory Parts: Replacement cost of goods will be charged, including all handling costs.

Rental Fees: Trash cans \$1 day/per
 Trash Liners \$25/case
 Replacement cost for non-returned \$45
 Barricades \$3 day/per
 Replacement cost for non-returned \$190
 Equipment (State-owned) – Variable, to be negotiated
 Equipment - Outside Vendors – Cost of Contract

Projects: Subject to availability, Project Managers will work with requesting department to gather scope of work, and present a written estimate. Estimate fee of \$150, which would be waived if project is approved and work is continued.

Hazardous Material Handling: If a department-requested project requires special hazardous material removal, outside vendors may be used. The cost of that contract will be included in the project costs.

Construction Management & Inspection Services: 7% of Project Cost

Plan Check Fees / Permits: Actual cost of service.

Standard Price Listing:

This is a standardized cost of common products and services that are provided by Facilities Management on a chargeback basis. These prices are for the cost of installation and do not reflect the cost of the product unless specified. Please remember these prices are for individual, stand alone services and are not to be combined with other quotes for larger projects. If a larger project or special request is desired, please contact Facilities Management for an estimate.

	Internal	External
Wall Hangings		
Bulletin Boards (Installation Only)		
Small – 4’ x 6’ or less	\$ 25	\$ 45
Large – greater than 4’ x 6’	\$ 34	\$ 60
Hanging Pictures (Hardware Supplied)		
Small – single - 2’ x 4’ or less	\$ 17	\$ 30
Large – single – greater than 2’ x 4’	\$ 34	\$ 60
Security Pictures Hangers are available. These locks deter unauthorized individuals from lifting a framed picture off its hanging support. The additional cost for this product would be in the range of \$12 - \$20, depending on the size of the picture.		
White Boards (Installation Only)		
Small – 4’ x 8’ or less	\$ 51	\$ 90
Large – greater than 4’ x 8’	\$ 77	\$130
Keyboard Trays (Installation Only)	\$ 34	\$ 60

Lock Shop Charges (Hardware included; Departmental Charges)		
Lost Key (standard door lock)	\$ 25	\$ 45
Re-key an existing standard door	\$ 50	\$ 85
New or Extra Key on re-keyed door	\$ 5	\$ 8
Locknetics product and installation on a standard door with a standard cylindrical lock	\$800	\$925
Extra Security devices would require a special quote		
Safe – recombination with standard key override	\$100	\$140
Non-standard safes or vaults will require a special quote		
Requests for higher level of key replacements will require special quote, due to security issues.		

Paint Requests (Standard Paint included)	
Basic Standard Paint request	\$3/sq ft
\$5.25/sq ft	
Custom colors or needs would require estimate.	

Custodial Requests- (Special or event requests)			
Floor or Carpet Care	Flat Hrly Rate	\$28	\$49
Window Washing	Flat Hrly Rate	\$26	\$45
(Cost for internal windows or external first floor windows. Any other window cleaning would require special estimate.)			

Events on Campus Grounds:

Pursuant to the Policy on Building and Grounds, D-08.1, individuals or groups from on or off campus wanting to reserve campus facilities for intended events, must review proposed use with Facilities Management. Per section 6.0.4.3, "Service required for the proposed use have been reviewed with the appropriate University personnel and an estimate of extra cost, if any, has been provided to the reserving person or group." Failure or refusal to obtain proper reservation of campus facilities is a misdemeanor pursuant to Education Code Section 89031.

Events are categorized by types and include: Student Organizations; Curricular; Other Campus sponsored; Non-campus Users. All parties are responsible for leaving facilities in a satisfactory condition and must accept responsibility for any damage or loss incurred as the result of its use.

Facility Types:

Internal: All State-owned Buildings and Grounds

External: Non-State Facilities. Contact Space Management for further clarification.

Billing Procedures:

Billable Work Requests: Facilities Management will electronically charge departments for all billable service orders for all work completed prior to the noted billing period. The charges will be reflected in the department chart field indicated by the requesting department on the work order. For a detail cost of each chargeback, departments are encouraged to contact Facilities Management.

NOTE: it is important that this chargeback policy is understood by all individuals that request work be performed; as once the work is performed by the Department, it must be charged. Please contact Facilities Management before requesting work should there be a question as to whether the work is baseline or billable.

Minor Cap (non-bond funds) Improvements: Budget estimates are done at the beginning of the project. Once department approval is given, a budget transfer will be done to transfer the estimate to Facilities Planning. Project Manager will work closely with the department to complete the project and come in within budget.

Policy Period:

The rates in this policy will be in effect through FY 2008/2009. They may be subject to revision each fiscal year beginning in FY2009/2010.

If you should have any questions regarding this policy, please do not hesitate to contact Facilities Management at (559)278-2373.