

Chargeable Services (Chargebacks)

The Department of Physical Plant is not funded to routinely perform the following services:

- A. Any Grant/Contract research or Other Sponsored activities and operations that require services beyond the capacity of the university's existing infrastructures where the grant/contract has specifically budgeted the required Physical Plant service that has been approved by the sponsor and where the service would not typically be considered part of the Facilities and Administrative (F&A) rate per OMB Circular A-21 (e.g. a researcher purchases and installs heat-generating equipment that requires the purchase/installation/maintenance of additional HVAC cooling equipment, or experimentation requires the purchase/installation/maintenance of equipment to control the room humidity in that space)

- B. Special Event Set-Ups: ALL Physical Plant Departments
 - a) Costs incurred to support special events for outside groups and student groups
 - b) Rental of equipment and supplies for special events (WSU Event Services is the primary source for these services)
 - c) Additional material costs may apply – trash liners, barricade tape, etc.
 - d) Additional work required as a direct result of a special event, such as replacement of filters, duct cleaning, diffuser cleaning before the work is scheduled for routine maintenance/cleaning will be charged to the customer

- C. Grounds Department
 - a) Purchase of materials not used in routine Grounds maintenance activities
 - b) Grounds will charge labor and materials for all non-WSU Athletic Events using fields maintained by the Grounds Department

- D. Maintenance and Repair
 - a) Trade Shops (electrical, plumbing, carpentry, lock shop, building maintenance and repair, painters, small scale moving):
 1. Installations of carpeting
 2. Renovations or improvements of spaces, ceiling, shelving, counters, etc.
 3. Purchase and/or installation and maintenance/repair of departmentally owned equipment not considered part of the building such as fans, window air conditioners, teaching aids, furniture, generators, compressors, humidifiers, freezers, refrigerators, ice makers, water softeners, steam generators, incubators, etc.
 4. Flooring replacement not part of an existing infrastructure improvement plan
 5. Wall repairs and painting due to the relocation of items on the wall
 6. Rekeying of locks, new and replacement keys

7. Elective Maintenance – work requested before the normal cycle of regular maintenance
8. Painting: Office areas are always chargeable. Hallways, classrooms, and restrooms are not chargeable and are painted based on need and available resources at the discretion of Physical Plant
9. Use of Physical Plant vehicles and/or equipment by others (fee structure will be included herein or negotiated based on type of equipment, use and duration of use). Users must provide satisfactory completion of proper safety training for the equipment being requested
10. Adding or changing the location of an electrical outlet
11. Conversion of space utilization
12. Purchase, installation, fabrication, alterations of departmental furnishings, such as: cabinets, desks, shelves, picture frames, bulletin boards, lab equipment, mail boxes, casework, work stations, fabrication and/or installation of custom counters, shelving, display cases, etc., the purchase and/or installation of off the shelf units, installation of glass or Formica tops on desks and counters, etc. If four (4) labor hours or less are needed there will not be a labor charge
13. Installation of specialized equipment affecting the building systems
14. Installation of departmental equipment
15. Assembly of furniture
16. Work that is required as a direct result of modifications or changes in use of space that were made at the request of the department

b) Heating, Ventilation, and Air Conditioning

1. New or redesigned HVAC equipment and/or controls that are not part of an existing infrastructure improvement plan
2. Special event-related HVAC services
3. Specialized equipment affecting the building systems, such as additional air conditioning installed to cool down department, auxiliary-owned equipment, or research experiments
4. Repairs, changes, and services needed to correct or address problems related specifically to work related to contractor errors/omissions related to construction projects not yet turned over to Physical Plant

E. Custodial Services Department

- a) Trash - Over and above the normal scope of daily pick-up, waste or recycling cans requested for events and activities (greater than four (4) inside containers will be charged back and requests for open tops, tilt carts, and excessive trash to be disposed of if overtime is required)
- b) Recycling - Pick-ups over and above daily routine services (office clean-outs, events generating large amounts of recycling which requires use of overtime, etc.)

- c) Elective Maintenance - Work requested before or beyond normal scope of regular or scheduled routine maintenance (example: clean cabinets, refrigerators, microwaves, interior window cleaning of occupied spaces, wall washing, blinds, removal and cleaning of glass on furniture such conference tables and desks, upholstery cleaning)
- d) Hard Surface Floor Restoration - Services rendered over and above daily and annual service (strip/wax, scrub/recoat, scrub, and burnish)
- e) Carpet Restoration - Services rendered over and above daily and annual service
- f) Spot-Cleaning Carpet (drinks/food/toner/coffee) - Any service which requires more than fifteen (15) minutes of actual cleaning/removing soil on carpeted area, services rendered due to leaks and over-flows from personal/departmental water coolers and/or defrosting of refrigerators
- g) Glass Cleaning – Any request over and above daily routine cleaning which results in the use of overtime or a contractor
- h) Construction/Renovation Services – All custodial services performed as a result of renovation or construction will be charged back hourly according to appropriate labor rate
- i) Trash Cans – waste or recycling cans requested for events and activities (greater than four (4) inside containers will be charged back)
- j) Supplies – Supplies requested and not utilized by Custodial Services to assist in the day-to-day operation of any department will be a direct charge back (i.e., permanent office trash cans, disinfectant, and hand towels provided for use in recreation center and labs, etc.)
- k) Laundry Service – A charge back will be incurred for use of equipment, soap, and custodial labor (example: LAR laundry)
- l) Confidential Document Shredding-departments will be charged for this service.