

Wright State University

Subject: Physical Plant Chargeback for Services

Authority: President's Cabinet Approval

1. Purpose

It is the purpose of this policy to develop standards related to how certain projects, special events, upgrades, renovations and improvements are to be funded. It attempts to clarify the exact work that Physical Plant performs as 'standard' and the work that Plant will charge extra for. Physical Plant will not perform projects that exceed the \$50,000 bid limit; these must be processed through Engineering and Construction. Physical Plant may or may not perform projects less than \$50,000 depending upon the availability of manpower and the necessary skill sets.

2. Position

Physical Plant is responsible for the maintenance and upkeep of Wright State University buildings and grounds infrastructure. This infrastructure includes, but is not limited to, the building envelope (roof, walls, windows, doors); existing interior walls, ceiling and doors; electrical, plumbing, HVAC, life safety, and all utility supply systems; existing door hardware and lock systems, building lighting; elevators, stairs, hallways, restrooms, campus signage, landscaping, and emergency generators.

3. Guiding Principles and Accountability

- a. The Physical Plant operating budget is limited and must be supplemented with capital project dollars for major repairs, replacement, and renovations.
- b. Physical Plant is not responsible for paying for equipment, projects, upgrades, renovations, or improvements specific to the functionality or mission of an individual department if that request falls outside of the existing infrastructure as previously defined.
- c. The priority and scheduling of capital projects change frequently—based on specific needs and possible failures in equipment and the infrastructure.
- d. Any and all physical alterations to any WSU space must be approved by the joint team of Physical Plant, Engineering and Construction, and the Facilities Planning department. This approval is critical to ensuring compliance with all applicable building and life safety codes and policies and guaranteeing consistent and high quality construction and maintenance practices.
- e. Any and all funding necessary for modification other than that provided by Physical Plant or directly from the applicable division or college should be reviewed for approval by The Office of Budget Planning and Resource Analysis within the Division of Business and Fiscal Affairs.

4. General

- a. A Work Order must be obtained from Physical Plant prior to any modification to an interior space, building, grounds, or outdoor space by any department. The responsibility for obtaining a Work Order rests solely on the requesting department.
- b. Modifications to building space or the procurement and installation of any equipment that may result in the modification of any space or building is strictly prohibited without an approved Work Order. Failure to obtain an approved Work Order (in extreme cases) could result in the closure of a building or space until necessary code compliance and changes are made.

- c. Physical Plant has the right to refuse any request that fails to meet specific building codes, plans that deviate from the campus master plan, and/or the “brand image” established for current or future improvements.
- d. Any and all uses of the Athletic fields (baseball, softball, soccer) must be prior scheduled through the office of the Patron Services Supervisor at the Nutter Center, phone number 775-4724. Any and all uses of the Intramural play fields must be prior scheduled through the Office of Campus Recreation at the Student Union, phone number 775-5505. Physical Plant Grounds Maintenance will utilize these official field schedules to plan field maintenance. Unauthorized users of the fields will be asked to leave when field maintenance has been scheduled in this manner.

5. Scope of Services Provided By Physical Plant

Services Provided Free of Charge To Departments

Physical Plant is funded to perform maintenance and repair services on items that are part of a building structure. These services include ordinary operations and normal wear and tear. Examples of these services are listed below. For a comprehensive list of services, http://www.wright.edu/administration/physicalplant/pdf/pp_routine_services.pdf

- a. Routine Maintenance and Repair Services -Includes HVAC systems, elevators, roofs, stairwells, pest control, recycling, etc.
- b. Business Services -Includes licensing, certifications, permits, life safety inspections, etc.
- c. Safety and Casualty Prevention and Safety Programs and Services - Includes fire protection/suppression, AED monitoring/inspections, state mandated inspections, safety drills/evacuations, etc.
- d. Trade Shop Services – Includes utility infrastructure (plumbing, water, sewer, heating/cooling, and electric), governmental licensing and certifications,
- e. Special Services – Includes maintenance and repair on various university properties, such as, exterior artwork, etc.
- f. Grounds Maintenance Service – Includes general and regular maintenance of turf, trees/shrubs, snow/ice removal, walkways, etc.

Chargeable Services (Chargebacks)

Chargebacks are defined as any request beyond the scope of routine maintenance and repair. This includes services on items that are not part of a building’s structure or ordinary operation. Labor and material expenses for these services will be paid to Physical Plant by the requesting department. For a comprehensive list of chargeback services, http://www.wright.edu/administration/physicalplant/pdf/pp_chargeable_services.pdf

Chargeback labor rates may be straight time or overtime. The decision to use straight time or overtime is at the discretion of the appropriate supervisor and will be based on the scope of work, time of day, the nature of the services being provided, staff availability, or other administrative considerations. The annual Chargeback rates for straight time and overtime will be determined annually for Plant Operations and Maintenance, Grounds, and Custodial Services and will be the actual job rate at 100% of the job position.

6. Procedure for Requesting Service

- a. To initiate service, the requesting department must contact Physical Plant Customer Service and complete a Work Order.

- b. If the service is chargeable (see comprehensive list of chargeable services at http://www.wright.edu/administration/physicalplant/pdf/pp_chargeable_services.pdf), Physical Plant will provide a cost estimate on the Work Order and return it to the requesting department.
- c. To begin service, the requesting department must provide funding source FOAP and Business Manager's authorization on the Work Order estimate and return it to Physical Plant. If the service is related to a grant, the requesting department must obtain RSP approval, as well.
- e. When the service is complete, Physical Plant will process the journal voucher for the actual costs of the service, according to the FOAP provided by the requesting department.