

Facilities Management Services

Operating Budget

Facilities Management (FM) receives an Operating Budget each year predicated on funding the routine, predictable costs of cleaning, maintaining, operating, and repairing, the Universities existing physical assets.

Inclusions are funded by FM's Operating and Deferred Capital funds.

Inclusions & Exclusions

FM is funded through its Operating Budget to provide only cleaning, maintaining, operating, and repairing services (hence we consider them to be "inclusions") to the University physical assets for which FM is responsible. FM Operating Budget does not contain funding (hence we consider them to be "exclusions") to provide the following:

1. Renewal & Replacements of office furniture, improvements to things that are above base standards as provided throughout campus.
2. Services to buildings, equipment, or infrastructure normally the responsibility of another entity (e.g. voice/data associated with OIT and classroom A/V components).
3. Elective services (e.g. special cleanings, installation of shelves and signage, picture hanging, rentals for special events, etc.) are generally considered exclusions.
4. Snow removal: For permitted parking areas, Athletic Facilities during Athletic events, and special events.
5. Event setups: Concerts, chairs & table request for academics, athletics, conferences, and off campus requests.
6. Conferences: Set-ups, room cleaning, linen, etc.
7. Camps: Basketball, Football, NYSP, etc.
8. Renewal & replacement of building systems and components prior to their life cycle.
9. Vandalism: All repairs due to vandalism.
10. Construction Projects: Repairing, renewing, or replacing building components during a construction project is funded by the project budget.
11. Aesthetic Requests: Renewing or replacing building components for aesthetic reasons only.
12. Equipment not integral to building systems: Installation, maintenance, repair, and any utilities required to operate such equipment.

FM staff will however respond to critical trouble calls involving "exclusions" and assist in stabilizing the situation and offering advice for further action.

Appendix 1

Below is an alphabetic listing of representative physical assets and their related service and how each are funded.

<u>Physical Asset Description</u>	<u>FM Operating Fund</u>	<u>FM Deferred Fund</u>	<u>Department Fund</u>
Access Systems	Verifying presence of utilities (electrical power)		Maintaining, operating, repairing, renewing & replacing
Ansul Fire Suppression System	Verifying presence of utilities (electrical power and communication link to building fire alarm panel)		Cleaning, maintaining, operating, repairing, renewing & replacing; Removal and disposal of system components and suppression agent.
Apartments – J&K, Faculty, & College Park	Maintaining, Painting & Pest Control	Repairing	Cleaning, renewing & replacing
Artificial Turf Field	No services provided.		
Artwork	No services provided		
Asbestos Removal	Sampling & removal or repair of damaged asbestos materials.		
Asphalt	Cleaning	Repairing, renewing, & replacing.	Cleaning, repairing, renewing, replacing, & snow removal for parking lots.
Athletic Equipment	No services provided.		
Athletic Exterior Lights	See MOU for specific facility		
Athletic Fields	See MOU for specific facility		
Athletic Wall Pads	See MOU for specific facility		
Audio Visual Equipment	Verifying the presence of utilities (electrical power)		Operating, maintaining, repairing, renewing & replacing.
Bathroom Fixtures	Cleaning, maintaining, operating	Repairing, replacing	Renewing
Blackboards	See Whiteboards		

Physical Asset Description	<u>FM Operating Fund</u>	<u>FM Deferred Fund</u>	<u>Department Fund</u>
Bleachers (Indoors)	Cleaning		Maintaining, operating, repairing, renewing & replacing.
Bleachers (Indoors)	Cleaning with the exception of Athletic Facilities.		Maintaining, operating, repairing, renewing & replacing.
Blinds – (Window)	Cleaning		Repairing, renewing & replacing (or replacing to achieve a function or aesthetic change)
Blue Light Phones			Repairing, renewing, & replacing.
Brick	Minor cleaning	Minor repairs	
Bulletin Boards			Cleaning, maintaining, operating, repairing, renewing & replacing.
CO2 Fire Suppression System	Cleaning & maintaining	Repairing	Renewing & replacing; removal and disposal of system components and suppression agent.
Card Readers	See Access Systems		
Carpeting	Cleaning, maintaining. Common areas renewing & replacing.	Repairing	Renewing & replacing in departmental and classroom areas.
Ceilings	Cleaning	Repairing & replacing	Renewing
Central (building) Heating, Ventilating, and Air-conditioning HVAC Systems	Cleaning, maintaining, operating	Repairing, renewing and replacing	
Clocks	No services provided		
Compactors	Cleaning, maintaining, operating	Repairing	Renewing & replacing
Coolers	Verifying presence of utilities (electrical, water, etc.)		Cleaning, maintaining, operating, repairing, renewing & replacing; Recovery of refrigerant
Curtains	No services provided		

Physical Asset Description	<u>FM Operating Fund</u>	<u>FM Deferred Fund</u>	<u>Department Fund</u>
Design Services			Design, In-house design, Consulting Services, Architectural/Engineering Services.
Display Cases	Cleaning in common areas	Repairing in common areas	Maintaining, operating, renewing & replacing
Doors	Cleaning & maintaining	Repairing & replacing	Renewing
Drapes – See also curtains	No services provided		
Drinking Fountains	Cleaning	Repairing, renewing, & replacing	
Dugouts	No services provided		
Dumpsters	See compactors		
Dust Collectors		Repairing duct drops, electric utility problems	Cleaning, operating, renewing & replacing
Elevators	Cleaning, maintaining, repairing (via service contract)	Renewing & replacing	
Emergency Generators	Operating & maintaining	Repairing, renewing & replacing	
Event Setups – College Sponsored			Labor, materials, cleaning
Event Setups – Centrally Sponsored	Labor, materials, cleaning		
Exercise Equipment – Rec. Center	Clean	Repair	Renew & replace.
Eye Wash Stations		Repairing, replacing	Cleaning, maintaining, renewing
FM Fire Supression Systems	Verifying presence of utilities (electrical power and communication link to building fire alarm panel); Coordination of required testing and record keeping		Cleaning, maintaining, operating, repairing, renewing & replacing; Removal and disposal of system components and suppression agent
Fencing	Maintaining	Repairing, renewing &	

<u>Physical Asset Description</u>	<u>FM Operating Fund</u>	<u>FM Deferred Fund</u>	<u>Department Fund</u>
		replacing	
Fire Alarm Systems	Cleaning, maintaining, operating	Repairing, renewing & replacing	
Fire Extinguishers	Cleaning, maintaining, operating, testing and record keeping.	Repairing, renewing & replacing.	
Fire Suppression Systems	See specific system type (Ansul, CO2, FM, Halon, Sprinkler)		
Fitness Floor Mats			Cleaning, maintaining, repairing, replacing
Flags & Flagpoles	Maintaining, University flags/poles.	Repairing, renewing & replacing the University flags/poles.	
Flooring	Cleaning and maintaining	Repairing. Renewing & replacement in common areas.	Renewing & replacing in departmental space and student rooms.
Flooring (Gym)	Cleaning, maintaining	Repairing	Renewing (including sanding and/or striping) & replacing
Freezers	presence of utilities (electrical, water, etc.)		Cleaning, maintaining, operating, repairing, renewing & replacing; Recovery of refrigerant
Fume and Specialty Exhaust Hoods		Repairing the system exhaust fan, controls and motor starter/drive	Cleaning, renewing & replacing; Operating, maintaining and repairing of system components other than the fan and its electrical starter/drive
Furniture	Cleaning and maintaining furniture in common areas	Repairing furniture in common areas	Cleaning, maintaining, and repairing departmental furniture; Renewing & replacing
Generators (Standby)	No services provided		
Grease Traps			Cleaning, maintaining, operating, repairing, renewing & replacing
HVAC Controls	Cleaning, maintaining, operating	Repairing, renewing & replacing.	

Physical Asset Description	FM Operating Fund	FM Deferred Fund	Department Fund
HVAC Equipment	Cleaning, maintaining, operating	Repairing, renewing & replacing.	
Halon Fire Suppression Systems	Verifying presence of utilities (electrical power and communication link to building fire alarm panel); Coordination of required testing and record keeping		Cleaning, maintaining, operating, repairing, renewing & replacing; Removal and disposal of system components and suppression agent
Hand Dryers	Cleaning, maintaining, operating	Repairing and replacing	Renewing
Handicap Door Operators	Maintaining	Repairing & replacing	Renewing
Hazardous Waste			Services provided by EH&S
Heat Pumps	Cleaning, maintaining, operating	Repairing, renewing & replacing.	
Hot Water Dispensers	Verifying presence of utilities (electrical, water, etc.)		Maintaining, operating, repairing, renewing & replacing
Ice Machines	Verifying presence of utilities (electrical, water, etc.)		Cleaning, maintaining, operating, repairing, renewing & replacing; Recovery of refrigerant
Interior Lighting	Cleaning, maintaining, operating	Repairing & replacing	Renewing
Irrigation Systems	Maintaining, operating	Repairing	
Irrigation Systems (Athletics)	See MOU		
Keys			Replacing
Kitchen Equipment	Verifying presence of utilities (electrical, water, etc.)		Cleaning, maintaining, operating, repairing, renewing & replacing.
Kitchen Hoods (Commercial kitchens)		Repair & replace.	Cleaning, operating, & renewing
Kronos Clocks	Verifying presence of utilities (electric supply). Repair & replace FM clocks		All other services

Physical Asset Description	<u>FM Operating Fund</u> only.	<u>FM Deferred Fund</u>	<u>Department Fund</u>
Lab Casework	Cleaning (Academic facilities)	Repairing & replacing (Academic facilities)	Cleaning, repairing, renewing & replacing (Research facilities)
Loading Docks	Cleaning, maintaining	Repairing, renewing & replacing	
Lockers	No services provided		
Locksets (Mechanical)	Repairing	Renewing & replacing	Installing locksets to achieve a function change, due to vandalism, or due to lost keys.
Mirrors	Cleaning	Repairing	Renewing & replacing
Moves – Project Related and Surplus	No services provided		
Operable Wall Partitions	Cleaning & maintaining	Repairing	Operating, renewing & replacing
Paint	Painting of Academic areas after 7-years, Residence Halls and RFLS after 4-years.		Painting of rooms prior to 7-years or 4-years per above. Aesthetic reasons
Paper Towel & Dispensers	Cleaning, maintaining, repairing dispensers located in public and academic restrooms		All services for dispensers located in all other areas including research areas.
Pavers	Cleaning	Repairing, renewing & replacing	
Pest Control	Maintaining		
Plants (Indoors)	No services provided		
Press Box	See MOU		
Raised Flooring	Cleaning	Repairing	Renewing & replacing
Refrigerators	Verifying presence of utilities (electrical, water, etc.)		Cleaning, maintaining, operating, repairing, renewing & replacing; Recovery of refrigerant
Roofs	Maintaining	Repairing, renewing & replacing	
Safety Showers	See eye wash stations		

Physical Asset Description	FM Operating Fund	FM Deferred Fund	Department Fund
Scoreboards	Verifying presence of utilities (electrical power)		Cleaning, maintaining, operating, repairing, renewing & replacing
Security Systems	Verifying presence of utilities (electrical power)		Maintaining, operating, repairing, renewing & replacing
Signage (Exterior)	Maintaining	Repairing, renewing, & replacing	Renewing & replacing for parking lots and Athletics.
Signage (Interior)	Maintaining	Repairing & replacing University standards signs in common areas and for life safety/code mandated signage	All other signage related services and non-standard signs.
Skylights	See Windows		
Sounds Systems	Verifying presence of utilities (electrical power)		Cleaning, maintaining, operating, repairing, renewing & replacing
Split System AC Units	Cleaning, maintaining, & operating.	Repairing, renewing, & replacing.	
Spray Booths	See Fume and Specialty Exhaust Hoods		
Sprinkler Fire Suppression System	Cleaning, maintaining, operating	Repairing, renewing & replacing	
Standby Generators	See Generators		
Swimming Pools/Spas		Repairing & replacing	Cleaning, maintaining, operating, & renewing. (See MOU)
Tennis Courts (University)	Cleaning & maintaining	Repairing, renewing, & replacing.	
Tennis Courts (Athletics)	See MOU		
Track Surfaces (Interior)	See MOU		
Track Surfaces (Exterior)	No services provided.		

Physical Asset Description	FM Operating Fund	FM Deferred Fund	Department Fund
Turf Field	See Artificial Turf Field		
Uninterruptible Power Supply (UPS)	Verifying presence of utilities (electrical power)		
Underground Utilities	Cleaning, maintaining	Repairing, renewing & replacing	Renewing & replacing; All telecommunications/data/CATV lines and related pathways
Wall Murals	No services provided		
Wallpaper	Cleaning	Repairing	Renewing & replacing
Walls	Cleaning, maintaining	Repairing, renewing & replacing	
Whiteboards	Cleaning & maintaining.	Repairing	Renewing & replacing
Window AC	Cleaning, maintaining	Repairing, renewing & replacing	Operating & Initial purchase
Windows	Cleaning	Repairing & replacing	Renewing
Wrestling Mats	See fitness Floor Mats		

GLOSSARY

Cleaning – An activity to remove normal dirt and trash in a manner and at a frequency commensurate with FM standards as dictated by FM operating budget. (Note: Standards may change over time in response to budget changes.).

Common Area – Atriums, corridors, University classrooms and exterior spaces are considered common areas.

Exclusions – FM services that are not included in the FM Operating or Deferred Capital Budget.

Inclusions – FM services that are funded through the FM Operating or Deferred Capital Budget (generally up to a stated limit).

Maintaining – Routine, predictable labor and material to test, inspect, and/or perform preventive measures required to keep something functional.

Operating – Providing routine, predictable labor to set controls and/or perform other activities required to keep something functional.

Predictable – An activity that can reasonably be anticipated at a predefined time or on a known cycle of at least one time per year (e.g. daily, weekly, monthly, quarterly, annually).

Renewing – Labor and material expended to replace something prior to the end of its life cycle.

Repairing – Labor and material required to fix something. (Note: In limited cases, FM may elect to replace rather than repair lower cost items).

Replacing – Labor and material expended to replace an item that has reached the end of its service life or that can or should not be repaired or renewed.

Routine – An activity that is performed on a routine schedule.