Capital Projects/Centennial Master Plan

Christa Rieck

University of Houston

Capital Projects:
CMP, CCAP, Core & Life Sciences Renovations

May 2022

Building Coordinator Program   *"Building Futures, Maintaining Excellence"*
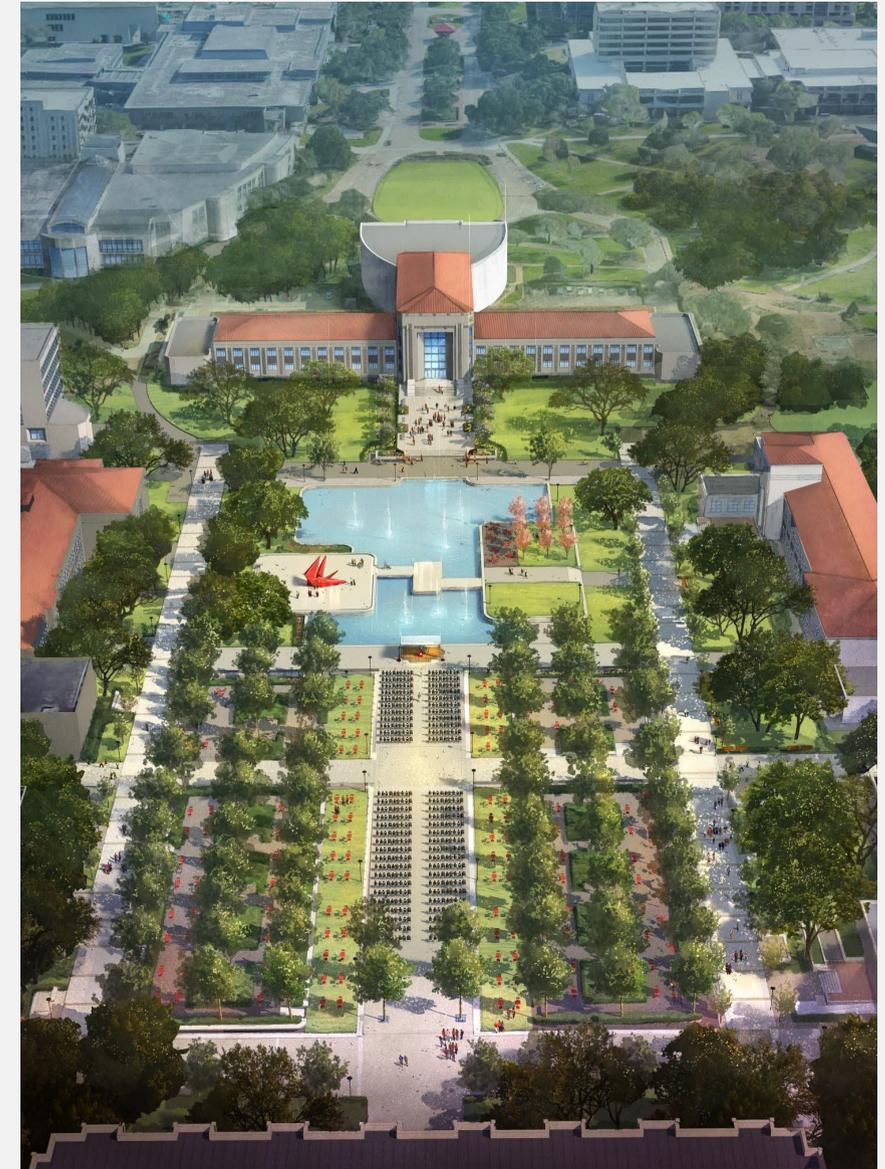
Centennial Master Plan Projects (CMP)

CENTENNIAL MASTER PLAN GOALS

- CREATE A STRONG FIRST IMPRESSION

- CELEBRATE THE HEART AND LIFE OF THE UNIVERSITY

- BUILD A WALKABLE, WELCOMING, MEMORABLE CAMPUS

- CONNECT PEOPLE, PLACES, DISCIPLINES

- DESIGN A SUSTAINABLE, RESILIENT CAMPUS

CENTENNIAL PLAN PROJECTS

- UNIVERSITY DRIVE

- CULLEN BLVD.

- GATEWAYS (5 total) & DESIGNATED CAMPUS BEAUTIFICATION

- CENTENNIAL PLAZA

- CAMPUS LIGHTING AND SECURITY UPGRADES

Centennial Master Plan Project

UNIVERSITY DRIVE

- Transform the entry drive into a pedestrian friendly, shaded arrival sequence from MLK to Cullen Performance Hall

- Create a new, tree-lined center aisle pathway, with parallel perimeter sidewalks, outdoor rooms and rain gardens for storm water management

- Provide site furnishings, improved lighting and public art

Centennial Master Plan Project

CULLEN BOULEVARD

- Complete the County's improvements to Cullen Boulevard from IH-45 to North MacGregor

- Add pedestrian improvements including pedestrian lighting, branded bus shelters, and site furnishings

- North of Elgin, include canopy street trees with the pedestrian improvements

- Provide security upgrades

Centennial Master Plan Project

GATEWAY ENTRANCE MONUMENTS (5)

- Creates a strong first impression

- Clear indicator that you have arrived on campus

- All location identified as "B" monuments

- Medical School Gateway included within COM Building project
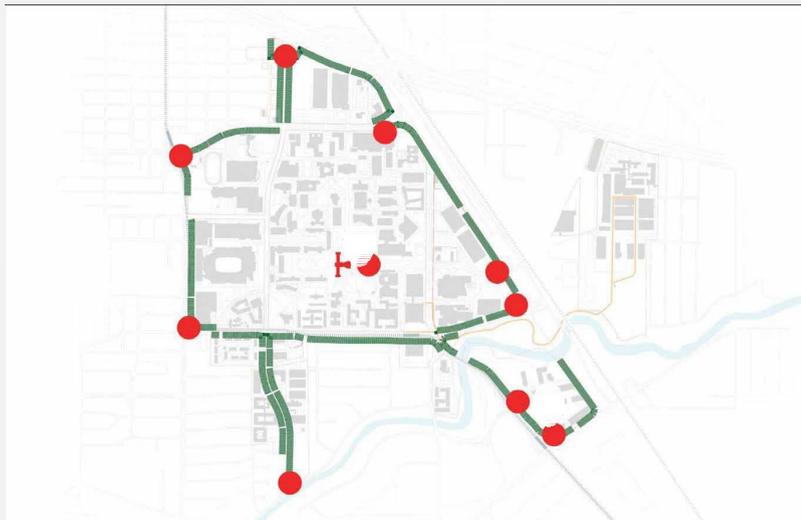
Centennial Master Plan Project

PARK/GREENSPACE LANDSCAPE IMPROVEMENTS

- Enhancement of existing tree canopy (add trees)

- Upgraded landscape features in select areas

- Remove all noncompliant benches and/or add new compliant benches

- Parks include: Lynn Eusan, Cougar Woods, Butler Plaza, Arts Woodland (The Hub)

Centennial Master Plan Project

CENTENNIAL PLAZA

- Entirely new landscape improvements west of the reflecting pool with focused improvements around the reflecting pool

- Improved Fountain dynamics including "Dancing Lights" and controllable LED lighting system

- Ceremonial event plaza on axis with Cullen building, flanked by elevated groves and seating rooms

- Farish Hall demolition
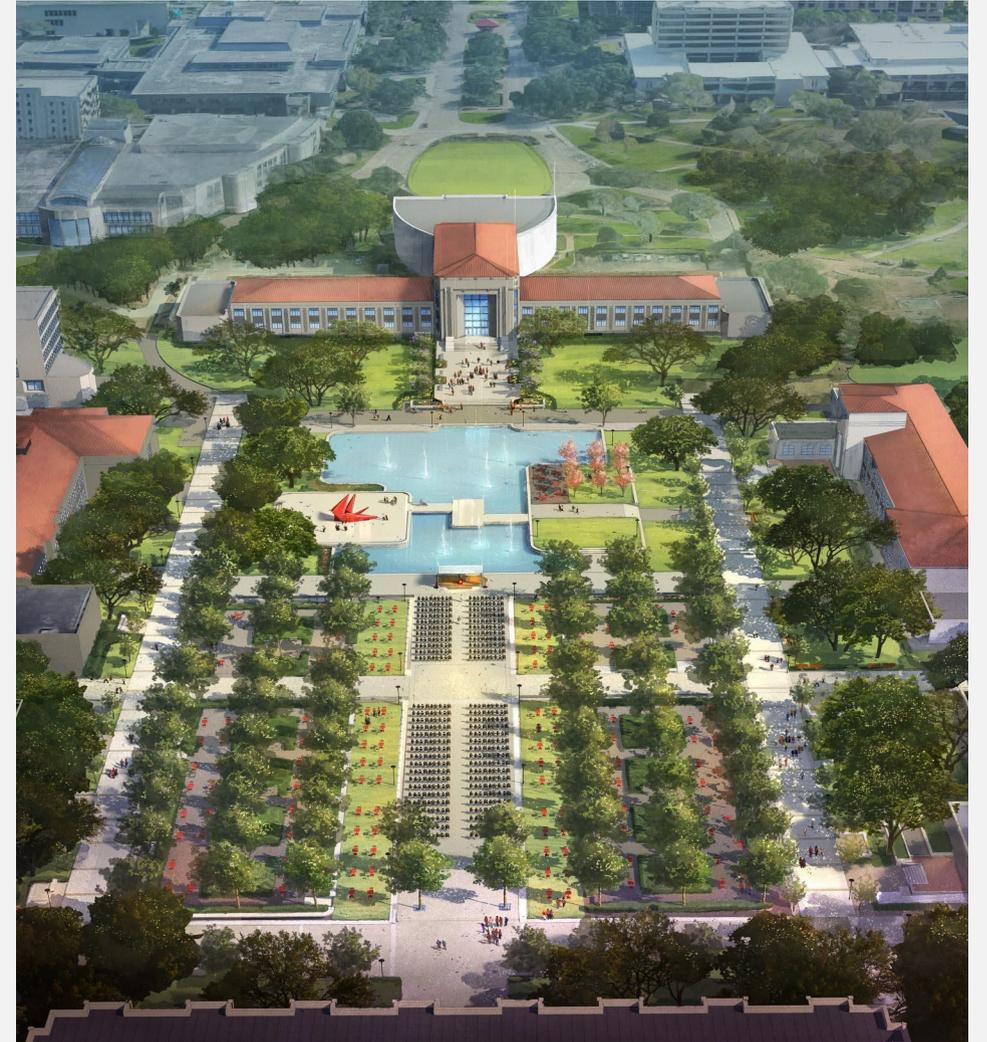
Centennial Master Plan Project
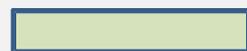
CAMPUS LIGHTING AND SECURITY UPGRADES

• Installation of new lighting to specific areas that meet new campus standards

- New light fixtures
- New illumination standards

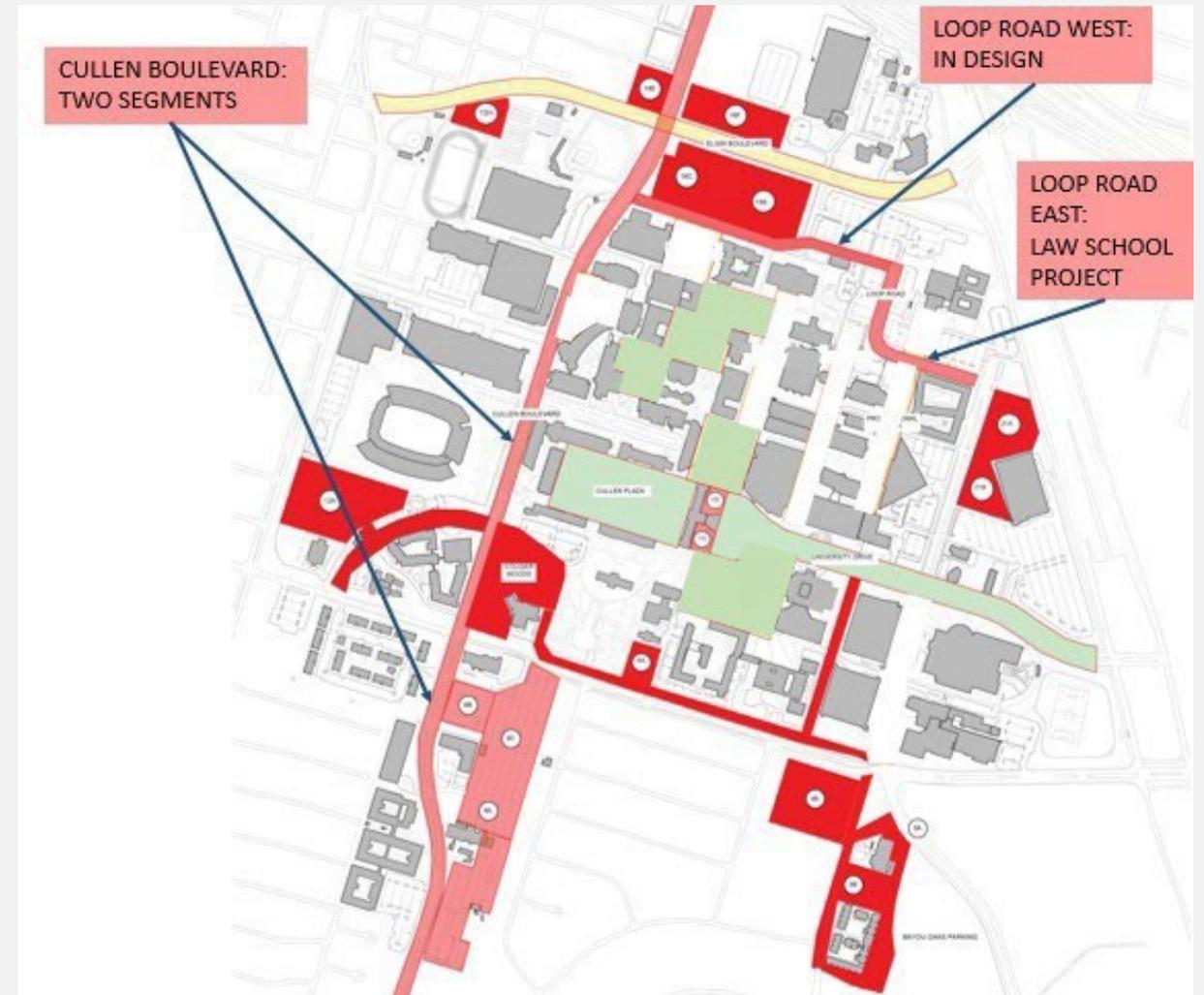- Added security cameras
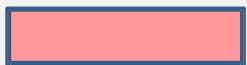
PHASE 1 (currently in design or construction)

PHASE 2

INCLUDED IN CENTENNIAL MASTER PLAN PROJECTS

Capital Construction Assistance Projects CCAP

APPROVED CCAP NEW BUILDINGS

- **MEDICAL RESEARCH BUILDING**

- **HOBBY SCHOOL OF PUBLIC AFFAIRS**

- **INNOVATION HUB**

- **SUGAR LAND ACADEMIC BUILDING FOR THE COLLEGE OF TECHNOLOGY**

Capital Construction Assistance Project

UHS MEDICAL RESEARCH FACILITY

Building Assumptions:

- $59.9M + Possible additional legislative appropriations

- 70,000 GSF (+/-)

- 3-4 floors (3 is best)
  - Mandatory 4 floors at TMC3
  - Probably shell space if at TMC3

- Space Allocations
  - COM Programs

Proposed Location:

- TMC 3

- Land lease a parcel and pay $11M +/- for utility infrastructure already at site and construct new building. Building must be 4-10 stories. UH would have to give TMC 20,000 GSF on level one for rental retail space.

- Possible partnership with Texas A&M being discussed

Capital Construction Assistance Project

INNOVATION HUB

Building Assumptions:

- $52.4M

- 70,000 – 80,000 GSF (+/-)

- 3 floors

- Potential Space Allocations
  - Level 1
    - Maker Space
  - Level 2
    - Entrepreneurial/Innovation Space
  - Levels 3
    - Energy Transition Institute
      - Level 4
        - Possible Shell Space dependent on funding
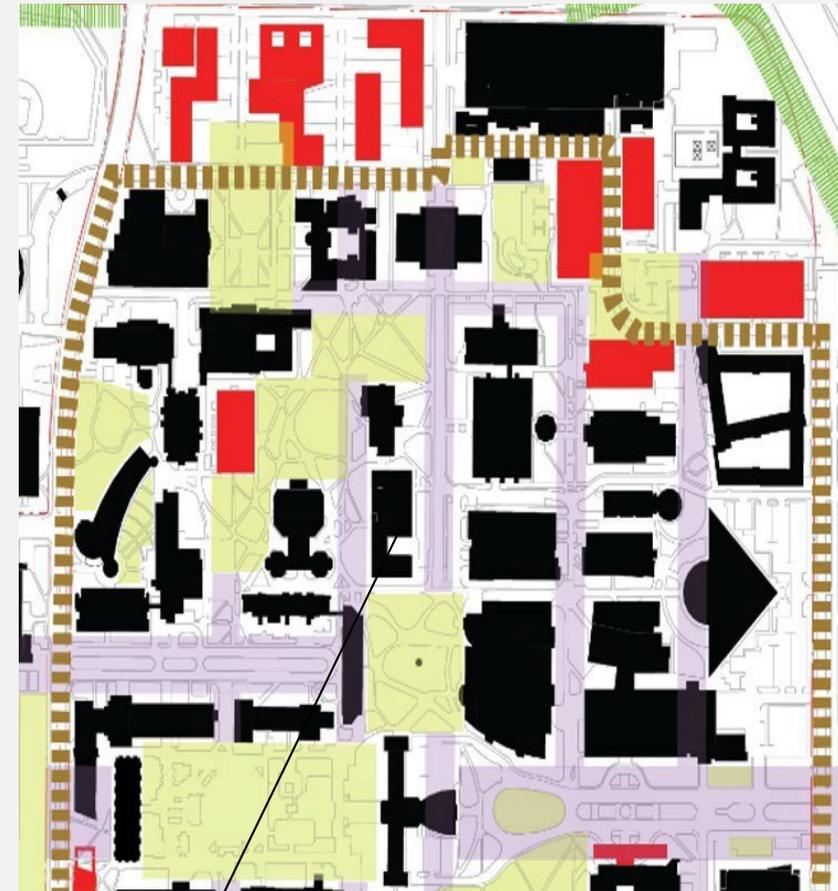
Capital Construction Assistance Project

ACADEMIC BUILDING FOR HOBBY SCHOOL OF PUBLIC AFFAIRS

New Hobby Building (located at law library site)

Building Assumptions:

- $52M

- Demolition of the existing O'Quinn Law Library included within the project

- 60,000 GSF (+/-) *if a new facility

- 2-3 floors

- Includes an auditorium

- Includes General Purpose classrooms under registrar control

Capital Construction Assistance Project

SUGAR LAND ACADEMIC BUILDING 2

Building Assumptions:

- $52.4M

- 80,000 GSF (+/-)

- 3-4 floors

- Space Allocations
  - Complete move of College of Technology to UHSL location

Estimated Project Schedule

Project Name	2022	2023	2024	2025	2026	2027
UHS Medical Research Facility	Programming/Design	Design/Construction	Construction	Construction		
Sugar Land	Design	Construction	Construction			
IDEA	Programming/Design	Design/Construction	Construction	Construction		
Technology Bldg Renovation			Design	Construction		
McElhinney	Design/Construction	Construction	Construction			
Science Renovation		Design/Construction	Renovation			
Farish Demolition / Centennial Plaza			Design	Construction	Construction	
Hobby	Programing/Design	Design/Construction	Construction	Construction		

College	2022	2023	2024	2025	2026	2027
COT	Sugarland/Tech/Annex	Sugarland/Tech	Sugarland/Tech	Sugarland	Sugarland	Sugarland
CLASS	Swing Space Science/SR2	Swing Space Science/SR2	Swing Space	Swing Space	Technology Building	Technology Building
COE	Farish	Farish	Farish	McElhinney & Science	McElhinney & Science	McElhinney & Science
Hobby	Swing Space Science/SR2	Swing Space Science/SR2	Swing Space	Swing Space	New Building	New Building
Old Law		Classrooms to Registrar, Swing Space for Core Project.				

Additional Centennial Projects	2022	2023	2024	2025	2026	2027
University Drive	Design	Design/Construction	Construction			
Cullen Blvd	Construction	Construction				
Gateways x 5 & Landscaping Improvements	Design	Design/Construction	Construction			
Lighting and Security Upgrades	Design	Design/Construction	Construction			

Core and Life Sciences Renovations

Core Projects Purpose and Plan

- Purpose: To invest resources necessary to recapitalize select buildings with significant deferred maintenance and infrastructure beyond service life.

- Plan:
  - Dedicated Funding - $100M
  - Established Master Schedule to provide a road map for phasing and swing space
  - Conduct detailed Facility Condition Assessments for each building
  - Develop designs balancing building needs, occupant needs and available resources
  - Implement renovations

Scope of Work for All Core Buildings

Architecture / Exterior Envelope / Structural / Mechanical / Electrical

Plumbing / IT, AV and Security

- Priority Level 1 – Conditions that are required for **personnel life safety**, health of the building occupants and **code issues** (i.e. make the building accessible per Texas Accessibility Standards (TAS) and (**ADA**)). Additionally, repairs required due to equipment that is severely damaged or past its "**end of life**".

- Priority Level 2 – Conditions that may not be in severe distress requiring immediate rehabilitation or current code compliance issues, but **approaching "end of life"**.

- Priority Level 3 – Maintenance items that will create a **better appearance with little to no direct impact** to the building performance or life safety.

Core Project Buildings

S&R I

Roy Cullen

Science

McElhinney

Agnes Arnold

SERC

Task Force Approach

- Core Project Executive Committee established, consisting of representatives impacted including Academic Deans, Staff Council President, Provost Office and Facilities AVC

- Committee meets on a quarterly basis

- Committee reviews the projects scope of work, schedules and budgets

Core Master Construction Schedule

Science
Design
Construction

Summer 2017 - Spring 2018
Summer 2018 - Summer 2019

Roy G. Cullen (single phase)

Design

Construction

Fall 2019 - Summer 2020
Fall 2020 – Fall 2021

Charles F. McElhinney (multi-phase)
Design
Construction

Summer 2020 - Winter 2022
Winter 2022 - Summer 2024

Agnes Arnold Hall (multi-phase)

Design
Phase I Construction
Phase II Construction
Phase III Construction

Summer 2023 - Summer 2024
Summer 2024 - Summer 2025
Summer 2025 - Summer 2026
Summer 2026 - Winter 2027

Science & Research I (ongoing, multi-phase
Design Exterior
Phase I Construction
Design Interior
Phase II Construction
Phase III Construction
Phase IV Construction
Phase V Construction

Summer 2018 – Fall 2019
Fall 2019 - Summer 2021
Fall 2021 – Summer 2022
Fall 2022 – Summer 2023
Summer 2023 – Winter 2024
Winter 2023 – Summer 2024
Fall 2024 – Winter 2024

Core Projects Current Progress

- <u>Science</u>
  - Work complete
- <u>Roy Cullen</u>
  - Work complete
- <u>SR1</u>
  - Exterior - Work complete
  - Interior – Finalizing scope to move to design
- <u>SERC</u>
  - Preconstruction in progress
- <u>McElhinney</u>
  - Programming in progress
- <u>Agnes Arnold</u>
  - Elevators in progress
  - Remaining work – Condition Assessments complete

Life Sciences Buildings

TMC

Health II

Melcher

Student Health (HR)

SR II

Life Sciences Current Progress

- Health II Build Out
  - Work complete

- Melcher Pool Renovation
  - Repurposed for Communicative Sciences and Disorders
  - Work complete

- Student Health Services Renovation
  - Repurposed for Human Resources Department
  - Work complete

- TMC Building
  - Repurpose for Population Health
  - Programming in progress

- SR II
  - Programming pending assignment of primary occupant

Building Coordinator Program

"Building Futures, Maintaining Excellence"
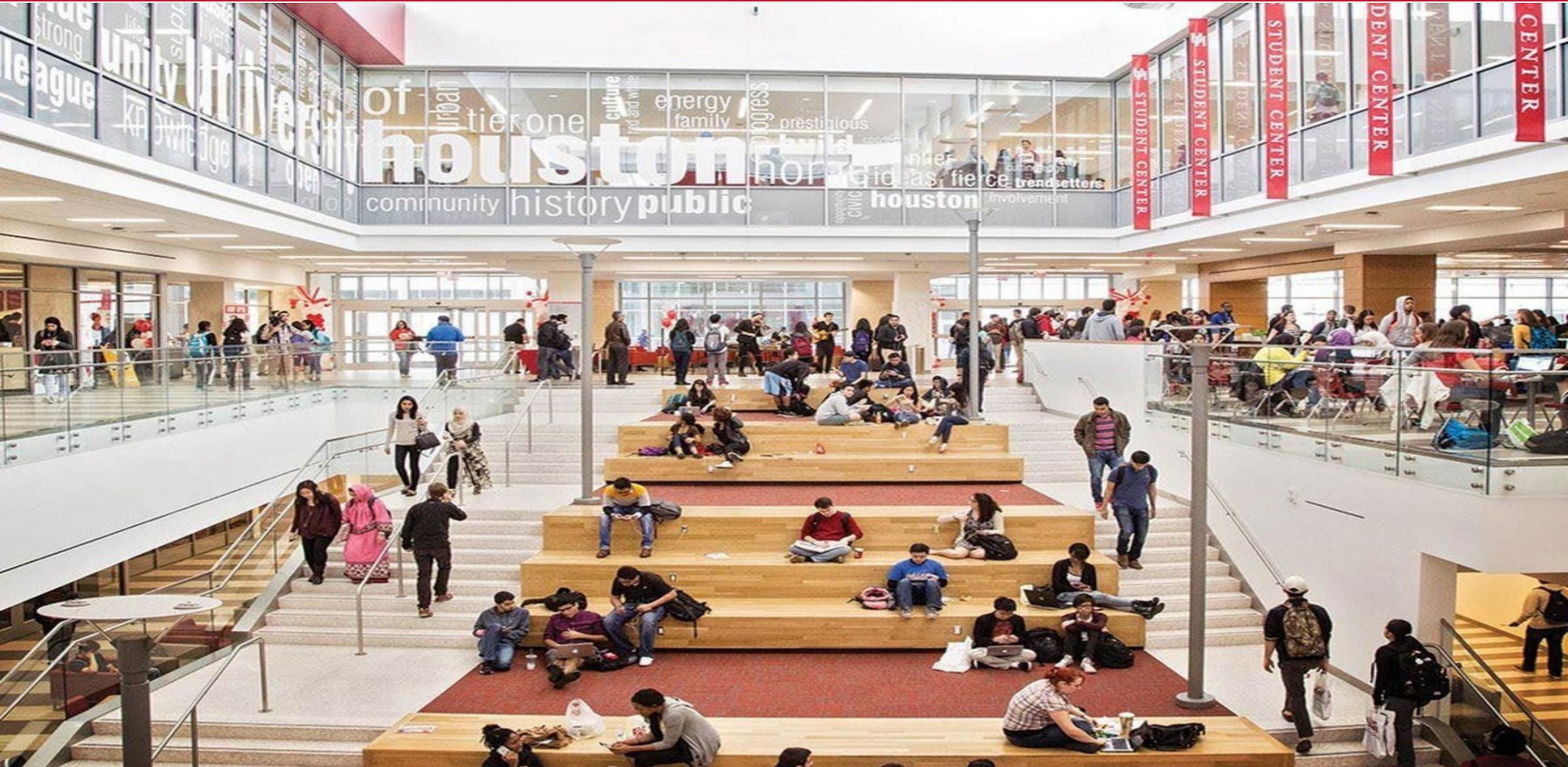
Space Survey 2022

Woody Sutton

- Space Survey 2022

- Last year of using the FAMIS Space Survey interface
- New reporting requirements for research labs/service spaces
- Identifying CORE research facilities
- New UH Space Codes
- Private vs. Public Corridors Project
- IDF/BDF/Security Closet updates

- UH Space Code Updates

- **2503 :: CORE Lab-Wet**
- **2504 :: CORE Lab-Dry**
- 2515 :: Cold Room
- 2516 :: Constant Temperature Room
- **2553 :: Research/Non-Class Lab Svc CORE-Wet**
- **2554 :: Research/Non-Class Lab Svc CORE-Dry**
- **Y043 :: IDF/BDF Closets (UIT Only)**
- **Y044 :: Security Closets (UIT Only)**

- Space Survey Schedule

- May 6   Emails to CSAs/Space Reps Announcing Survey Dates
- May 9 – 23   Training via TEAMS and Individualized
- May 23 – June 22   Survey Open
- June 23 – July 10   Analyze Changes
- June 22 – July 115   Survey Extension
- July 18 – July 22   Analyze Changes
- July 25 – July 29   Field Verify Questionable Changes
- Aug 4   Push to FAMIS

Questions?

New Work Order Management Software

Chad Thome

New Work Order Management Software

New Work Order Management Software
Fall Semester 2022

FAMIS

- FAMIS "Classic" at End of Life
- Software needed to support
  - Requires old versions of JAVA
  - Internet Explorer no longer supported as of June 2022
- Generally Outdated

New Work Order Management Software
Fall Semester 2022

AiM from AssetWorks

- Cloud Based
  - Opportunities for better integrations
  - Less outages and shorter maintenance windows
- More modules for future growth
  - Large family of products such as Utility Management, GIS, etc..
- Improved Mobile App
- Faster and more intuitive Interface

New Work Order Management Software
Fall Semester 2022

For Customers

What Won't Change:

- Still 4 Ways to FIXIT
- Continue online access through AccessUH
- Same Customer Service

New Work Order Management Software
Fall Semester 2022

For Customers

What Will Change:

- Faster and Easier to use interface
- Mobile friendly Interface
- Increased visibility to existing Work Orders
- More intuitive Online Service Request

FIXIT

New Work Order Management Software
Fall Semester 2022

FCM's Transition Plan:

- Seamless migration of open work orders
- Maintain historical data
- Minimal impact on customers
- Put better data in the hands of our customers and workforce

Questions?

RECYCLING AND SOLID WASTE OPERATIONS

The Recycling and Solid Waste Division will collect, transport, and dispose of solid waste from the University of Houston by the most effective and efficient method; at the least possible cost; resulting in the greatest possible satisfaction to those we serve.

SINGLE-STREAM RECYCLING
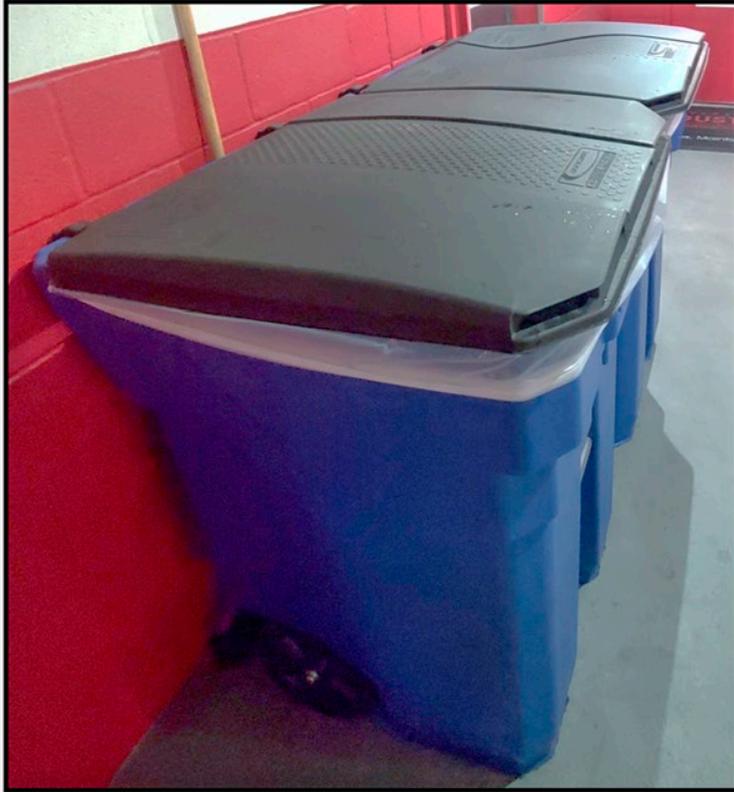
ACCEPTABLE ITEMS

- Recycled in the blue single-stream recycling bin.

Uncontaminated items that may be placed in blue single-stream bins are as follows:

- Aluminum cans
- Cardboard (flattened and folded)
- Milk cartons
- Paper (newspaper, copy paper, shredded paper, magazines, telephone books, envelopes)
- Plastic (water bottles)
- Wood pallets are recycled, however, the collection is separate than the single stream.

NON- ACCEPTABLE ITEMS

- Contaminated items with food, liquid, or laboratory waste. Items must be properly cleaned before being recycled.
- Glass
- Styrofoam, plastic film, or cold packs
- Batteries
- Ink Cartridges
- Scrap metal, tin cans

SW ACCEPTABLE ITEMS FOR LANDFILL

**Waste** materials that are non-hazardous and recyclable materials.

SW UNACCEPTABLE ITEMS FOR LANDFILL

- Helium Tanks
- Liquefied Gas
- Freon Tanks
- Pressurized Products
- Degreaser Spray Cans
- Containers, bottles, or tanks used in labs should be picked up by the manufacturer or service provider.

SW UNACCEPTABLE ITEMS FOR LANDFILL

- Oversized or bulky items such as: Appliances, Furniture
- Yard waste (bagged or not) and/or tree branches of any size; wood and other materials used for student/department projects.
- Radioactive, volatile, corrosive, flammable, explosive, biomedical, infectious, bio-hazardous, toxic or hazardous waste material defined by local, state or federal regulations.
- Construction/demolition debris or other controlled wastes such as light fixtures, etc.. will be managed accordingly with the project manager for proper disposal.
- Paint and mercury containing items such as thermometers must be collected for proper disposal through EHLS and not disposed in the trash.
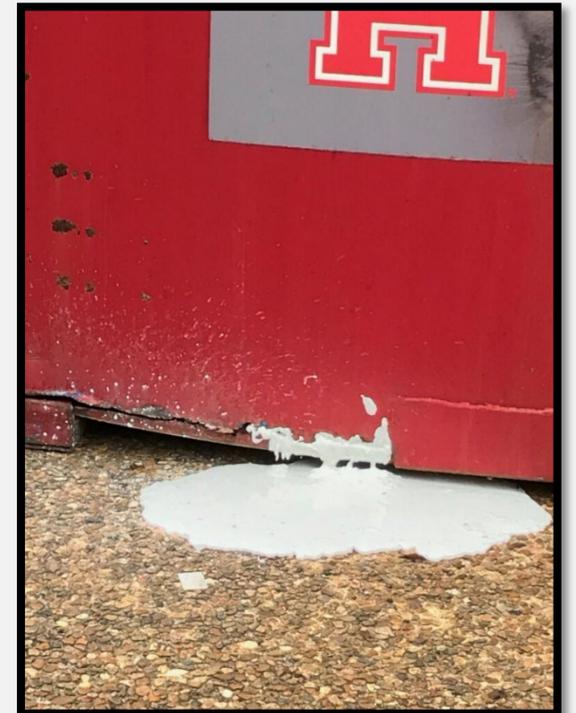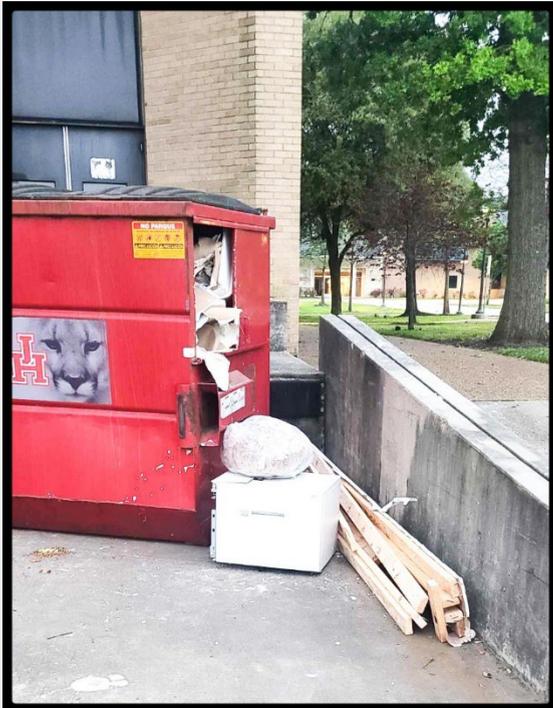
REQUESTS OUTSIDE
THE SCOPE OF SERVICES/FREQUENCY SCHEDULE

- Requests outside the scope of services or frequency schedule and unusual accumulation of garbage above or beyond everyday norms will require a billable work order.

  **For Example: Unwanted furniture as a result of renovation done by the department.*

- Building Coordinators should notify the Facilities Department as soon as possible of any issues regarding the dumpsters and compactors.

- Additional pick-up requests of dumpsters/compactors that are outside the scope of service and frequency schedule require a work order.

- Pallets (picked-up by request or stacked neatly in the loading dock or dumpster area and SW staff will remove them as per the schedule).

- For construction projects, project managers should make pre-arrangements for dumpster rental.

- All requests should be made through FIXIT.

- Additional information regarding billable vs non-billable can be found on the link below: https://www.uh.edu/facilities-services/services/cost-billing/
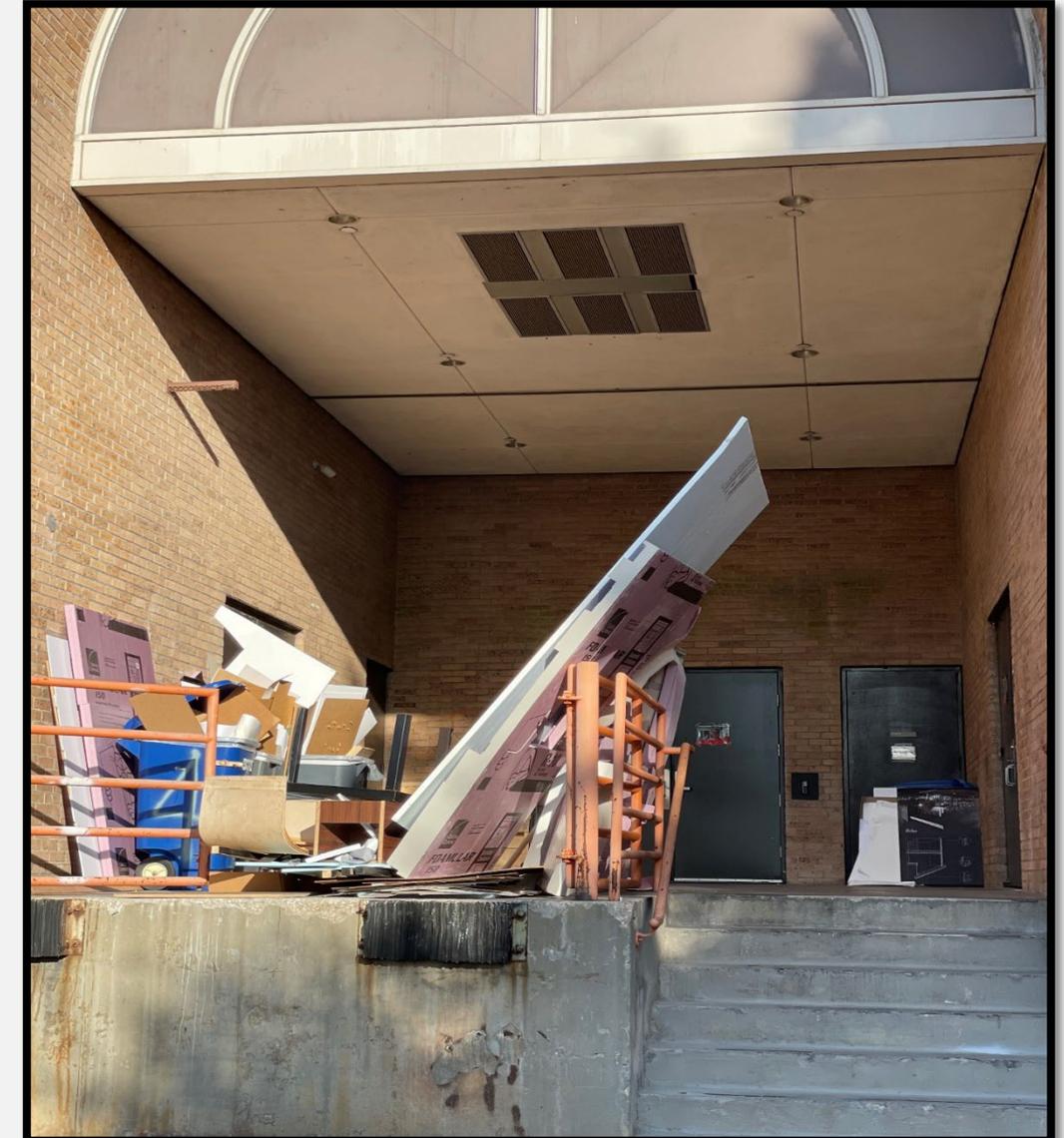
THANK YOU!

For questions please contact:

Ana De Los Reyes

Assistant Director

adelosre@Central.UH.EDU

https://www.uh.edu/facilities-services/services/recycling-solid-waste/

Questions?

Parking and Transportation

Richard Zagrzecki

Virtual Permits in Fiscal Year 23

- As a reminder, virtual parking permits are coming to the University of Houston this fall.

- Physical hangtags will be a thing of the past.

- Your license plate will act as your parking permit.

Virtual Parking Permits

- Permits for the 2022-2023 academic year are available online in your myParking account.

- Don't wait to purchase permit that you want.

- **Some permits are sold out, including Zone B and Zone C.**

- Permits bought online will be paid for through payroll deduction.

- Faculty who want to pay by credit card will need to do so in person at the University Lots office.

Virtual Permits in Garages / Gated Lots

- Those who use their toll tag to get in and out will still be able to do so.

- For those who do not have a toll tag, secondary options will be emailed to gated and garage permit holders.

- Backup options include physical Cougar Card and virtual Cougar Card.

EZ TAG
Account Information
www.hctra.org
(281) 875-3279

Emergency
Roadside Assistance
(P.E.A.T.)
(713) 222-7328

EZ TAG

Harris County Toll Road Authority

HCTR 00000000

Garage Hopper

- If you buy a garage permit, you can pay an additional non-refundable $100 fee to access other campus garages (not including Welcome Center Garage).

- Provides additional flexibility.

Will Permits be Auto Renewed?

- Only faculty-staff who currently have a reserved or gated permit will have their permit auto-renewed.

- Email sent out explaining how to opt out through your myParking account in AccessUH.

- Respond by June 1 if you want to opt out. Just follow the instructions included in the emails.

myParking Account

Updating Your Vehicle Information

- Since license plates will be the new permit, it is important for faculty to update their vehicle information in their myParking account.

- Remove old vehicles and make sure license plate info is up-to-date.

- Update information in your myParking account in AccessUH.

- To remove old vehicles you no longer own or use, email the information to parking@uh.edu.

Associating a Vehicle to a Permit

- No limit on number of vehicles that can be on your myParking account.

- Only **one** vehicle can be associated with a permit at a time.

- Process will be simple and easy to switch out vehicles associated with a permit.

Other Changes

- Zone G is being added. It will be parking at the College of Medicine.
- UH Technology Bridge will be converted to Zone H parking.
- Covered parking at Tech Bridge will be a separate permit.
- Three gated lots – 6B, 13A and 19B – will be premium-gated.

Questions?

Electronic Access Control

Rudy Jimenez

Electronic Access Control

- **Building Coordinators & DAU responsibilities**
- **Bldg. & Room Schedules**
- **Faculty, Staff & Student Access**
- **Holidays, Breaks & Intermissions**
- **EAC Assistance**

Building Coordinators & DAU Responsibilities

Building Coordinators

- Designates all DAUs. Surveys need to be completed for each DAU.
- Meet with DAUs to discuss all access concerns.
- Communicate with building occupants. Create solutions for issues reported.
- Provide support to building occupants. Utilizing FIX-IT when needed.
- Approve building changes in programming.

Department Access Users

- Approves inner-department access requests.
- Assigns access permissions to users via Electronic Access Control software.
- Works closely with Building Coordinators to ensure building security.

Bldg. & Room Schedules

- Exterior Doors

- Classrooms

- Faculty Areas

- Research/Labs

- Computer labs & Study Areas

- Conference Rooms

- Miscellaneous

DOOR #	Name	Schedule	Start	End
1111	Media Hub/ Resource Room	07:00-18:00 Mon-Fri	Unlocked	Card Only
1112	Group Study Room	07:00-18:00 Mon-Fri	Unlocked	Card Only
1113	Button Studio	07:00-18:00 Mon-Fri	Unlocked	Card Only
1114	Group Study Room	07:00-18:00 Mon-Fri	Unlocked	Card Only
1115	Fac. Dev. Tech Training	07:00-18:00 Mon-Fri	Unlocked	Card Only
1116	Group Study Room	07:00-18:00 Mon-Fri	Unlocked	Card Only
1302	Small Conference Room	No Schedule	Card Only	Card Only
1500	SAAO Suite Entrance	08:30-16:30 Mon-Thurs	Unlocked	Card Only
1501	Shared Conference Room	08:30-16:30 Mon-Thurs	Unlocked	Card Only
1511	Small Conference Room	08:30-16:30 Mon-Thurs	Unlocked	Card Only
1530	Wellness Studio	07:00-18:00 Mon-Sat	Unlocked	Card Only
1531	Student Orgs.	07:00-18:00 Mon-Sat	Unlocked	Card Only
3413	Anatomy Support	06:00-21:00 Mon, Wed, Sat	Unlocked	Card Only
3500	Suite Entry/ Exit	06:00-22:00 Mon-Sat	Unlocked	Card Only
3515	Conference Room	06:00-22:00 Mon-Sat	Unlocked	Card Only
1100A	Student Space Entrance/ Exit	08:00-20:00 Mon-Sat	Facility Code	Card Only
1118	Group Study Room	08:00-20:00 Mon-Sat	Facility Code	Card Only

Options	Options	Function
CARD ONLY	CARD ONLY	Card with valid access is required
UNLOCKED	UNLOCKED	Door will unlock manually
FACILITY CODE	FACILITY CODE	Any Active Cougar Card will grant access
	LOCKED	Denied access and card info taken
	DISABLED	Reader will not read cards.

Faculty, Staff & Student Access

- Faculty Access

- Staff Access

- Researchers Access

- Graduate Students

- What doors do they need access to?

- How long do they need access to these doors?

- What time do they need this access to work?

Science 502 Groups	Doors	Schedule
Faculty & Staff Full Access	All Doors (Excluding 104-104B)	
1st & 2nd Floor Doors	Ext. Doors, Fire Door (after ST1.1), ST1.2, 219B, ST2.2 (220)	
Faculty & Staff Directors	220B, 220C, 220D, 220E, 241, 242	
Engl-Staff	121,122,123,130	
Engl-Main (New Group)	121	8AM-5PM (Monday-Friday)
LCC Classroom	103, 117, 243	
LCC Offices	230A, 230C, 230D	
Storage Room 203	203	
Faculty Breakroom	244	
Literary Journals	107	
Huddle Rooms	213, 214, 215, 216, 217, 218, 240	
DBA Room	125	
IT Room	126	
Engl-Advisors	127, 128	

Peoplesoft	Last Name	First Name	End Date	Access
0084920	Kofford	Julie	ALWAYS	Add: IT Room, Fac & Staff Directors
1223847	Duran	Chatwara	ALWAYS	Add: Fac & Staff Directors
1403134	Ehlers	Sarah	ALWAYS	Add: LCC Offices
1403148	Berger	Jason	ALWAYS	Add: LCC Offices
0830028	Parsons	Alex	ALWAYS	1st & 2nd Floor Doors, Faculty Breakroom, Huddle Rooms, Fac & Staff Directors
8004350	Paige	Ashlyn	ALWAYS	1st & 2nd Floor Doors, ENGL Staff, IT Room, Faculty Breakroom, Huddle Rooms
1082030	Anderson	Claire	12/15/2021	1st & 2nd Floor Doors, Faculty Breakroom, Huddle Rooms
1135863	Bass	Kasey	12/15/2021	1st & 2nd Floor Doors, Faculty Breakroom, Huddle Rooms
0996178	Brandt	Rhianna	12/15/2021	1st & 2nd Floor Doors, Faculty Breakroom, Huddle Rooms
0056844	Brooks	Stuart	12/15/2021	1st & 2nd Floor Doors, Faculty Breakroom, Huddle Rooms
0916795	Brown	Erika	12/15/2021	1st & 2nd Floor Doors, Faculty Breakroom, Huddle Rooms
1005764	Burns	William	12/15/2021	1st & 2nd Floor Doors, Faculty Breakroom, Huddle Rooms
0593001	Campese	Kathleen	12/15/2021	1st & 2nd Floor Doors, Faculty Breakroom, Huddle Rooms
0085033	Chatham	Donna	12/15/2021	1st & 2nd Floor Doors, Faculty Breakroom, Huddle Rooms
0559761	Coleman	Quintin	12/15/2021	1st & 2nd Floor Doors, Faculty Breakroom, Huddle Rooms

Building Security during Holidays, Breaks, Intermissions

- Winter Break

- Spring Break

- Summer Intermission

- Fall Intermission

- Holidays- Labor Day, Thanksgiving, MLK Day, Memorial Day & Independence Day.

EAC Assistance

- Electronic Access Control User Account Set-ups
- Electronic Access Control Software Training
- Badge & PSID Assistance
- Access Level Confirmation
- Schedule Updates
- Troubleshooting
- Access Control Reports Assistance
- EMAIL EAC: eac@uh.edu

Questions?

Billable vs. Non-Billable Work Orders

Janice Weyers

Danna Elizarraras

CUSTODIAL

- **Non-Billable:** Routine cleaning services…lobbies, restrooms, classrooms, offices, labs, and public areas.

- **Billable:** Special event cleanup above and beyond the routine cleaning.

- **Non-Billable:** Spill clean up in common areas.

- **Billable:** Spill clean ups in department spaces.

- **Non-Billable:** Carpet cleaning during the established schedule.

- **Billable:** Carpet cleaning beyond the established schedule.

CUSTODIAL

- **Non-Billable:** trash receptacles emptied, replace trash liners, restroom cleaning/disinfecting, restocking of paper goods and soap in restrooms

- **Billable:** Trash removal of irregular items or excess accumulations above and beyond everyday norms--EITHER SOLID WASTE OR MOVES AND EVENTS--depending on the nature of the trash/items. Window washing over and above scheduled washing

CUSTODIAL

- **Billable:** Event setups, table and chair rental, High-clean requests, Spill clean-up in department spaces, Project clean-up over and above routine cleaning, Special service requests such as extra paper products, additional trash cans, walk-off mats, special event cleanup above and beyond established routine cleaning,

LOCK SHOP

- **Non-Billable:** Maintain Mechanical and Electrical door locking hardware.
- **Billable:** Lock re-keying and installation

- **Non-Billable:** Room Signage replacement.
- **Billable:** Personalized name plates, engraves and installs of interior signage.

- **Non-Billable:** Overall security access to buildings.
- **Billable:** Key cutting services.

Electrical

- **Non-Billable:** Building power distribution.
- **Billable:** Small project installation or modifications.
  - Relocating, moving or adding a power source

- **Non-Billable:** Resetting a tripped breaker
- **Billable:** Any work performed on inter-departmental equipment.
  - If not part of the building electrical system…computers, lab equipment, scanners and or trouble shooting equipment.

FIRE & LIFE SAFETY

- **Non-Billable**: Maintains fire alarm systems for over 50 central campus buildings.
- **Billable**: Disables and enables for events/athletics & any special event; for dust & burn permits for contractors/projects and for fire protection shut down permits (sprinklers) for contractors/projects.

<u>Questions?</u>