## Chapter 9
### Division of Responsibility

**Food Service Facilities**

*(See Medary Commons for special instructions)*

<table>
<thead>
<tr>
<th>Item</th>
<th>Responsibility</th>
<th>Charge</th>
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</thead>
<tbody>
<tr>
<td><strong>Building Maintenance</strong></td>
<td>Facilities &amp; Services UFS</td>
<td></td>
</tr>
<tr>
<td>a. Structural system including foundations, walls, ceiling, roofs, floors (including fixed floor carpet coverings), doors (including hardware), windows including glass -- except glass replacement and similar damage caused by food service employees</td>
<td>Facilities &amp; Services UFS</td>
<td></td>
</tr>
<tr>
<td>b. Heating system</td>
<td></td>
<td></td>
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<tr>
<td>c. Electrical system</td>
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<tr>
<td>d. Ventilation system including furnishing, cleaning and replacing of filter (other than grease filters)</td>
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<tr>
<td>e. Air conditioning</td>
<td></td>
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<tr>
<td>f. Sewers from building to first manhole</td>
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<tr>
<td>g. Water softeners</td>
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<td></td>
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<tr>
<td>h. Water heaters</td>
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<tr>
<td>i. Water lines from main to point of connection on kitchen and similar equipment</td>
<td></td>
<td></td>
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<tr>
<td>j. Fire alarm systems</td>
<td></td>
<td></td>
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<tr>
<td>k. Window shades, drapes and blinds</td>
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<tr>
<td>l. Painting</td>
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<tr>
<td>m. Circulating, return and sump alarm</td>
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<tr>
<td>n. Ventilating and exhaust fans</td>
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<tr>
<td>o. Steam traps</td>
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<tr>
<td>p. Temperature control systems including automatic valves and dampers</td>
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</tbody>
</table>
FOOD SERVICE FACILITIES Cont’d

<table>
<thead>
<tr>
<th>Item</th>
<th>Responsibility</th>
<th>Charge</th>
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</thead>
<tbody>
<tr>
<td>Custodial Services</td>
<td>UFS</td>
<td>UFS</td>
</tr>
</tbody>
</table>

a. Custodial supplies including paper towels and tissue, wax, cleaners, terrazzo seal, etc.

b. Normal custodial operations including mopping, sweeping, waxing, renovating floors (sanding and refinishing of floors are excluded), dusting, polishing of furniture & fixtures such as venetian blinds, partitions pictures, radiators, light fixtures, etc.; washing and dusting of walls, cleaning and disinfecting toilets and urinals, cleaning & washing other fixtures, walls & partitions and replenishing supplies for rest rooms; the emptying and cleaning of waste receptacles; sweeping and cleaning of entrances; locking & unlocking doors & windows

c. Snow removal on building steps and 10 feet of sidewalk

d. Maintenance of all equipment used in connection with custodial services

e. Regeneration of water softeners

f. Furnishing and replacing electric lamps and tubes including exterior entrance lights but excluding floor lights

g. Washing windows and other glass surfaces inside the building and the outside of glass doors and door sidelights

h. Cleaning of kitchen hoods and grease filters

i. Interim cleaning of grease traps (see Preventive Maintenance)
<table>
<thead>
<tr>
<th>Item</th>
<th>Responsibility</th>
<th>Charge</th>
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</thead>
<tbody>
<tr>
<td>Food Service Facilities Cont’d</td>
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<tr>
<td><strong>Utilities</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>a. Water, sewer, electricity, steam</td>
<td>Facilities and Services UFS</td>
<td></td>
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<tr>
<td>b. Natural gas</td>
<td>Facilities and Services UFS</td>
<td></td>
</tr>
<tr>
<td><strong>Miscellaneous Services</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>a. Elevator maintenance</td>
<td>Facilities and Services UFS</td>
<td></td>
</tr>
<tr>
<td>b. Pest control</td>
<td>Contractor UFS</td>
<td></td>
</tr>
<tr>
<td>c. Refrigeration</td>
<td>Contractor or Facilities and Services UFS</td>
<td></td>
</tr>
<tr>
<td>(1) Semiannual inspection and preventive maintenance</td>
<td>Contractor UFS</td>
<td></td>
</tr>
<tr>
<td>(2) Interim repair and maintenance</td>
<td>Contractor UFS</td>
<td></td>
</tr>
<tr>
<td>d. Grounds care</td>
<td>Facilities and Services UFS</td>
<td></td>
</tr>
<tr>
<td>e. Trash pickup and disposal, five days per week</td>
<td>Facilities and Services UFS</td>
<td></td>
</tr>
<tr>
<td>f. Mail delivery</td>
<td>Facilities and Services UFS</td>
<td></td>
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<tr>
<td>g. Dry cleaning of drapes</td>
<td>Contractor UFS</td>
<td></td>
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<tr>
<td>h. Trucking and special set-ups such as picnics</td>
<td>Facilities and Services Event</td>
<td></td>
</tr>
<tr>
<td>i. Periodic cleaning of grease from hood ducts</td>
<td>Facilities and Services UFS</td>
<td></td>
</tr>
<tr>
<td>j. Cleaning trash rooms</td>
<td>UFS</td>
<td></td>
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<tr>
<td><strong>Preventive Maintenance</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>a. Drains and sewers inside building</td>
<td>Facilities and Services UFS</td>
<td></td>
</tr>
<tr>
<td>(1) Semiannual rodding</td>
<td>Facilities and Services UFS</td>
<td></td>
</tr>
<tr>
<td>(2) Interim rodding</td>
<td>Facilities and Services UFS</td>
<td></td>
</tr>
<tr>
<td>(3) Chemical drain cleaners</td>
<td>UFS</td>
<td></td>
</tr>
<tr>
<td>b. Grease traps (all)</td>
<td>Facilities and Services UFS</td>
<td></td>
</tr>
<tr>
<td>(1) Semiannual cleaning &amp; checking</td>
<td>Facilities and Services UFS</td>
<td></td>
</tr>
<tr>
<td>(2) Interim cleaning</td>
<td>UFS</td>
<td></td>
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<tr>
<td>c. Steamers</td>
<td>UFS</td>
<td>UFS</td>
</tr>
<tr>
<td>(1) Replacement of door gaskets</td>
<td>UFS</td>
<td></td>
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<tr>
<td>(2) Interim repairs</td>
<td>Facilities and Services UFS</td>
<td></td>
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<tr>
<td>d. Dishwashers</td>
<td>Facilities and Services UFS</td>
<td></td>
</tr>
<tr>
<td>(1) Semiannual inspection, repair &amp; lubrication</td>
<td>UFS</td>
<td></td>
</tr>
<tr>
<td>(2) Interim lubrication &amp; repair</td>
<td>UFS</td>
<td></td>
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<tr>
<td>e. Garbage Disposals</td>
<td>Facilities and Services UFS</td>
<td></td>
</tr>
<tr>
<td>(1) Annual inspection &amp; repair</td>
<td>Facilities and Services UFS</td>
<td></td>
</tr>
<tr>
<td>(2) Interim repair</td>
<td>Facilities and Services UFS</td>
<td></td>
</tr>
<tr>
<td>Item</td>
<td>Responsibility</td>
<td>Charge</td>
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<tr>
<td>----------------------------------------------------------------------</td>
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</tr>
<tr>
<td><strong>f. Dish conveyors</strong></td>
<td>Facilities and Services</td>
<td>UFS</td>
</tr>
<tr>
<td>(1) Annual inspection, lubrication &amp; repair</td>
<td>Facilities and Services</td>
<td>UFS</td>
</tr>
<tr>
<td>(2) Interim repair</td>
<td>Facilities and Services</td>
<td>UFS</td>
</tr>
<tr>
<td><strong>g. Grills, ovens, deep fat fryers, etc.</strong></td>
<td>Facilities and Services</td>
<td>UFS</td>
</tr>
<tr>
<td>(1) Interim repairs &amp; lubrication</td>
<td>Facilities and Services</td>
<td>UFS</td>
</tr>
<tr>
<td><strong>Supplies</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>a. Salt for water softeners</strong></td>
<td>Facilities and Services</td>
<td>UFS</td>
</tr>
<tr>
<td>(1) Grove, Larson &amp; Medary</td>
<td>Facilities and Services</td>
<td>UFS</td>
</tr>
<tr>
<td>(2) Union</td>
<td>Facilities and Services</td>
<td>UFS</td>
</tr>
<tr>
<td><strong>b. Plastic trash can liners</strong></td>
<td>UFS</td>
<td>UFS</td>
</tr>
<tr>
<td><strong>c. Electric lamps &amp; tubes</strong></td>
<td>UFS</td>
<td>UFS</td>
</tr>
<tr>
<td><strong>d. Chemical drain cleaners</strong></td>
<td>UFS</td>
<td>UFS</td>
</tr>
<tr>
<td><strong>e. Air filters for ventilation system.</strong></td>
<td>Facilities and Services</td>
<td>UFS</td>
</tr>
<tr>
<td><strong>f. Custodial Supplies</strong></td>
<td>UFS</td>
<td>UFS</td>
</tr>
<tr>
<td><strong>General</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>a. Furniture repair (offices, dining rooms, lounges &amp; concourses)</strong></td>
<td>UFS</td>
<td>UFS</td>
</tr>
<tr>
<td><strong>b. Alterations and remodeling</strong></td>
<td>By Mutual Agreement</td>
<td></td>
</tr>
<tr>
<td><strong>Reports</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>a. Prompt reports of emergency conditions</strong></td>
<td>UFS</td>
<td></td>
</tr>
<tr>
<td>such as malfunctions of heating or air conditioning, noisy motors, etc.</td>
<td></td>
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</tr>
<tr>
<td><strong>b. Written reports of items requiring special attention at the time of annual or semi-annual preventative maintenance inspection. Such Reports shall be submitted within two days after a facility is closed for summer or Christmas vacation.</strong></td>
<td>UFS</td>
<td></td>
</tr>
</tbody>
</table>
# UNIVERSITY STUDENT UNION

### Item

<table>
<thead>
<tr>
<th>University Student Union</th>
<th>Under Fac &amp; Serv Supervision</th>
<th>Facilities &amp; Services Only</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Exterior Maintenance masonry, roof, etc. (alterations &amp; repairs)</td>
<td>X</td>
<td></td>
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<tr>
<td>2. Grounds Care</td>
<td></td>
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<tr>
<td>a. Trash pickup immediately around the building</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>b. Snow removal in court and within 10 feet of entrances</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>c. Planting, mowing, and snow removal on or near main walks, drives &amp; parking lots</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>d. Planting flowers and mowing in court out to north and south sidewalk east of court</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>e. Irrigation system (installed 2005)</td>
<td>X</td>
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<tr>
<td>3. Interior maintenance of floors, walls, ceilings, doors, windows, etc.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>a. Custodial service</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>b. Minor maintenance &amp; repair</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>c. Alterations &amp; major repair</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>4. Ventilation, heating &amp; air conditioning including all air handling units, chemical treatment systems, fans, pumps, valves, traps, heat exchangers, dampers, controls, etc.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>a. General maintenance &amp; preventive maintenance</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>b. Change air filters and lubrication</td>
<td>X</td>
<td></td>
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<tr>
<td>c. Chiller System service</td>
<td></td>
<td>X</td>
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<tr>
<td>5. Automatic control system</td>
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<td>X</td>
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<tr>
<td>6. Emergency generator</td>
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<tr>
<td>a. Preventive maintenance, including oil changes, filters, etc.</td>
<td>X</td>
<td></td>
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<tr>
<td>b. Weekly test run</td>
<td>X</td>
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</tbody>
</table>

(REVISED 7/12)  
CHAPTER 9 - 5  
DIVISION OF RESPONSIBILITY
<table>
<thead>
<tr>
<th>Item</th>
<th>University Student Union</th>
<th>Under Fac &amp; Serv Supervision</th>
<th>Facilities &amp; Services Only</th>
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<tbody>
<tr>
<td>7. Electrical system</td>
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<tr>
<td>a. Minor repairs such as replacing light switches, receptacles, etc.</td>
<td></td>
<td>X</td>
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<tr>
<td>b. Electrical panels, repairs, changes or additions in electrical system</td>
<td></td>
<td>X</td>
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<tr>
<td>8. Water softener</td>
<td></td>
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<tr>
<td>a. Recharging</td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>b. Repairs &amp; general maintenance</td>
<td></td>
<td>X</td>
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<tr>
<td>9. Fire alarm system</td>
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<td>X</td>
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<tr>
<td>10. Kitchen equipment</td>
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<tr>
<td>a. Minor repairs, etc.</td>
<td></td>
<td>X or UFS</td>
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<tr>
<td>b. General maintenance repair and lubrication</td>
<td></td>
<td>X</td>
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<tr>
<td>11. Plumbing</td>
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<tr>
<td>a. Minor maintenance</td>
<td></td>
<td>X</td>
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<tr>
<td>b. Major repairs &amp; alterations</td>
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<td>X</td>
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<tr>
<td>12. Painting</td>
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<tr>
<td>a. Minor touch-up</td>
<td></td>
<td>X</td>
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<tr>
<td>b. General painting</td>
<td></td>
<td>X</td>
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<tr>
<td>13. Elevators</td>
<td></td>
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<td>X</td>
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<tr>
<td>14. Pest Control</td>
<td></td>
<td>Contractor</td>
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<tr>
<td>15. Sound and paging systems</td>
<td></td>
<td>X or others</td>
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<tr>
<td>16. Fire extinguishers</td>
<td></td>
<td>X</td>
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<td>17. Locks</td>
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<td>X</td>
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<tr>
<td>18. Building Cleaning</td>
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<tr>
<td>a. General Building Cleanliness</td>
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<td>X</td>
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<tr>
<td>b. Trash Area</td>
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<td>X</td>
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(REVISED 7/12)  
CHAPTER 9 - 6  
DIVISION OF RESPONSIBILITY
GENERAL

Services for which the department or activity is charged are as follows:

1. Installation and maintenance of furniture including office furniture, laboratory and other kinds of special equipment.
2. Construction and maintenance of departmental equipment.
3. Installation of departmental purchased package or unit air conditioners, special ventilation units, constant temperature rooms, and refrigeration equipment.
4. Greenhouse special ventilation units.
5. All fume hoods in Biostress lab.
6. Venetian blinds or drapes.
7. Carpentry installation in departmental areas requested by the department.
8. Painting in departmental areas when done at times other than the regular painting cycle.
9. Remodeling in departmental areas except when necessitated because of relocation directed by University Administration, (University Administration to make decision, fund source other than Facilities and Services). See Space Assignment Cost policy dated 4-27-95 (Chapter 1).
11. All interior maintenance in auxiliary enterprises.
12. All maintenance on plastic greenhouses and portable buildings.
13. Service and maintenance to athletic facilities.
14. All services and supplies furnished to Student Organizations.
15. All maintenance on manure holding tanks.
16. All maintenance and services including Pest Control to:
   - Self-liquidating projects
   - Animal Disease and Research and Diagnostic Facilities
   - Foundation Seed Processing Facilities
   - Residences other than President's Residence
   - Agricultural Sub-Stations
   - Airport Hangars
   - SDSU Foundation
17. All departmentally controlled space (ie: special use rooms, research labs, class laboratories) are the fiscal responsibility of the department. All furnishings, lab services, special heating and cooling, equipment, special utilities are provided for and maintained by the department's budget.
18. All lab (class lab and research lab) safety equipment (ie: eyewashes and showers) are departmental charge.
19. Facilities and Services provides clocks in general classrooms only. All other clocks and clock systems are departmental responsibility. Any existing clocks in common areas are not replaced as they fail. (See page 9-17.)
AGRICULTURAL EXPERIMENT STATION FACILITIES

Care of the buildings, grounds, and utilities for all Agricultural Experiment facilities located off the main campus area shall be the full responsibility of the College of Agriculture.

AGRICULTURAL HERITAGE MUSEUM

Facilities and Services will be responsible for normal building maintenance to maintain the facility in good repair.

Agricultural Heritage Museum is responsible for the cost of any major repairs which would extend the present useful life of the building or which are caused by use of the facility which exceeds ordinary wear and tear.

Facilities and Services will provide cooling to the Agricultural Heritage Museum.

Agricultural Heritage Museum is responsible for all maintenance and repairs to their metal storage building.

Facilities and Services will provide custodial services and utilities, and recharge Agricultural Heritage Museum for these services.

AG MUSEUM STORAGE SHED

The new storage shed #0642 built in 2005 for the Ag Museum department has a restroom facility. This restroom is not a public restroom and is designated for the shed occupants use only. Facilities and Services will provide minimal custodial services.

AUTOMATED EXTERNAL DEFIBRILLATORS (AED)

Units in Physical Education Center are maintained, repaired and replaced by HPER. The unit in the Performing Arts Center is maintained, repaired and replaced by PAC (contact the Union).
AIR CONDITIONER RESPONSIBILITY

Facilities and Services is responsible for:
1. Central air conditioning units installed in academic and administrative buildings when the facility was constructed.
2. Central air conditioning units that are installed when a major remodeling project occurs not utilizing department funds.
3. Central air conditioning units that are installed through appropriated Maintenance and Repair or Alteration and Renovation funds.
4. Central air conditioning units that are approved by the Administration and Facilities and Services is funded for the project and the maintenance and repair.

Departments are responsible for:
1. All window units.
2. Central Air units installed at request of the department:
   - Administration Room 101
   - Administration Suite 102
   - Administration Computing Center (AD 112, 114, 114A, suites 117 & 124)
   - Administration Room 208
   - Ag Engineering 202
   - Ag Hall 107
   - Ag Hall 150
   - Ag Hall 205
   - Ag Hall 367 – Anatomy Lab
   - Animal Disease Research
   - Animal Resource Wing
   - Communications Building
   - DePuy Military Hall Basement
   - DePuy Military Hall 2nd Floor Offices
   - Ethel Austin Martin Building
   - Food Service Facilities
   - Harding Hall 326
   - Lincoln Music Hall Band Practice Rooms (Basement 01, 01A-K)
   - Motor Pool Office
   - Old Horticulture 106
   - PEC 118, 118A
   - PEC 287 (Scoreboard Control Room-Athletic Dept)
   - PEC RTU-3 & ERU-3 North Locker Room Addition (serves 162-166, 293 & 294)
   - PEC AHU-21 Men’s BB Team Room (serves 150J, 150K, 150M)
   - PEC AHU-20 Women’s BB & VB Team Rooms (serves 101, 103, 105, 107)
   - Plant Science AHU-1 (serves 150 & 154)
   - Plant Science AHU-2 (serves 153, 155, 157)
   - Plant Science Greenhouse
   - Plant Science Headhouse
   - Residential Life Facilities
   (Dept. responsible cont’d):

   - Solberg Hall Clean Room 014A
   - Sorenson 002
   - University Student Union
Wecota Hall 100 (Sunroom-converted to GIS lab)  
Wecota Hall 1st Floor  
Wecota Hall 3rd Floor  
Wecota Hall Basement-South A/C unit located in Rm WEC 027A, serves WEC 026 and 027  
Wenona Hall Basement-North A/C unit located in Room 008, serves WEN 001,002,004-006,010  
Wenona Hall Basement-North A/C unit located in Rm WEC 027A, serves WEN 015,018,020,022,024  
West Hall Basement

NOTE: There is a $20 disposal fee for the removal of old air conditioner units.

ANIMAL DISEASE RESEARCH & DIAGNOSTIC LAB FACILITIES

The Veterinary Science Department is responsible for all maintenance, repair, renovations, and/or alterations to these facilities. Facilities and Services is compensated for all custodial services provided for this building. Trash collection for this facility will be shared by Vet Science (75%) and Facilities and Services (25%).

ANIMAL RESOURCE WING

The department is responsible for all maintenance of this addition as well as the all equipment. Facilities and Services provides limited services on an hourly basis. The University supplies utility services. Trash collection for this facility will be shared by Vet Science (75%) and Facilities and Services (25%).

ANIMAL SCIENCE COMPLEX AND ARENA

The Animal Science Department is responsible and funded for maintaining the northwest portion (animal quarters and Meat Science areas) of the Animal Science Complex served by AHU’s 1 to 4, 8 and 9 and the area north of the pipe rail (arena) in the Animal Science Arena including HVAC and electrical systems. AHU #5 in Animal Science Complex is the responsibility of BioChem. The maintenance, repair and replacement of the hot water heater serving the animal washing facilities will be shared 50/50.

The heating hydronic system which includes heat exchanger #1, 3 heating pumps, piping, valves, insulation, condensate pan piping, glycol, corrosion inhibitors, etc. serves all 9 AHUs. The coils inside the AHU will not be considered part of the hydronic system. They will be considered part of the AHU and costs to repair or replace a coil will be the responsibility of the department owning the AHU. Maintenance costs for the rest of the heating hydronic system will be split the following manner: 9%-Station Bio-Chem, 26%-Station Bio-Chem-Thiex, 35%-Animal Science & 30%-Facilities and Services.
ATHLETICS FACILITIES INCLUDING COUGHLIN ALUMNI STADIUM, DYKHOUSE STUDENT CENTER, PART OF INTRAMURAL, AND PHYSICAL EDUCATION CENTER

Custodial Services
a. HPER will provide all normal custodial supplies for the Athletics Facilities such as toilet paper, paper towels, ordinary soaps, waxes, the usual cleaning materials, and fluorescent tubes and bulbs.
b. HPER will furnish all supplies, materials, and equipment required in connection with the swimming pool.
c. HPER will furnish any special cleaning supplies, antiseptic, etc. that are peculiar to the locker rooms, training rooms, showers, etc.
d. HPER will provide replacements of janitor equipment, such as floor machines, vacuum cleaners, mops, pails, trash cans, etc.
e. HPER will provide all custodial labor, equipment, and materials in the Athletics Facilities.
f. In the Intramural Building:
   (1) HPER will be responsible for custodial supplies and custodial services in the following areas: gymnasium, racquetball courts, room 120 (equipment storage), room 203 (gym area), and basement.
   (2) Facilities and Services will provide custodial supplies and custodial services for the remainder of the building.

Building Maintenance
a. Facilities and Services will be responsible for all normal building maintenance in both the PEC and the Intramural Building to include maintenance of the structures, doors, windows, heating, ventilating (including air filters), plumbing, electrical system, air conditioning, etc., with the exception of the HVAC systems serving the North Locker Room Addition, Men’s Basketball Team Room, and Women’s Basketball & Volleyball Team Rooms, as previously noted in this chapter.
b. HPER will be responsible for maintenance of specialized equipment for the pool and related equipment, scoreboards, sound and paging systems, basketball backstops, bleachers, basketball board systems and other equipment which is not part of the facilities structure.
c. HPER is responsible for maintaining the floor, floor finish, and painting on the wood floors in Frost Arena as well as Intramural Building. HPER determines schedule and method of accomplishing the work. If Facilities and Services provides labor or materials, this will be done on a recharge basis. Work should be coordinated with Facilities and Services for appropriate air movement and dust control.
d. HPER will be responsible for all building maintenance at Coughlin Alumni Stadium, concessions, and locker rooms.

Grounds Maintenance
a. Facilities and Services will landscape and maintain lawn areas, streets, and walks around the Intramural Building, PEC, and Dykhouse Student Center.
b. HPER will clean snow from walks and exterior steps to point around the PEC where Facilities and Services power equipment can be used and to a point away
from the southeast entrance of the Intramural Building where Facilities and Services power equipment can be used.

c. HPER will provide fertilizer, weed spray and equipment and maintain athletic, intramural and physical education playing and practice fields and similar facilities assigned to HPER.

d. HPER will provide all grounds services at Coughlin Alumni Stadium and fields, including baseball and softball fields. HPER is responsible for all irrigation equipment and water consumption.

**AVERA NORTH**

SAV North is 100% research space. The 1st floor is occupied by the College of Pharmacy and the basement, 2nd and 3rd floors are occupied by the Department of Chemistry and Biochemistry.

**Facilities and Services Responsibilities:**

Facilities and Services will be responsible for maintenance, repair, and replacement of the following spaces and components in the building:

- Building exterior
- Corridors, stair towers, restrooms, and mechanical spaces (departments pay for maintenance of systems within mech. spaces).
- Fire Sprinkler System
- Fire Alarm System
- Basic electrical systems and transformers. Specialized electrical equipment or additional electrical capacity necessary for research projects is a departmental cost.
- Utility meters, condensate receivers and pumps.
- Facilities and Services will pay for the following building utilities:
  - Electric
  - Water/Sewer
  - The facility does not have a natural gas service
  - Chilled water
  - Steam

**Departmental Responsibilities:**

All spaces other than those listed above are the responsibility of the occupying department to pay for maintenance, repair, replacement and operation. This includes all components within the spaces:

Including (but not limited to)

- Floors
- Walls
- Casework
- Fume hoods
- Electrical components and Light fixtures
- Piping systems
- Lab controls
Shared Cost Items:
Maintenance, repair and replacement of all building equipment including (but not limited to) the following list shall be paid by the departments. It shall be split 75% to the Department of Chemistry and Biochemistry and 25% to the College of Pharmacy.

- Air handlers
- Exhaust fans
- Heat recovery systems
- Heating systems
- Pumps
- Humidifiers
- Centralized Lab controls
- Building elevator
- Building automation

NMR Lab Air Compressor – In mechanical penthouse of SAV North – 100% Chemistry Responsibility:

- This air compressor services only the NMR lab instruments in the basement of SAV North.
- Operation, Service, maintenance, repair and replacement of the air compressor and the associated distribution system are the responsibility of the Department of Chemistry and Biochemistry.

NMR Liebert Units – 100% Chemistry Responsibility:

- There are two stand-alone cooling systems serving room 009 and 015. These units consist of an air handler in rooms adjacent to each space, as well as condensing units located on the roof of the building. These units are the responsibility of the Department of Chemistry and Biochemistry.

Walk-In Ultra Cold Freezer Room 223 – 100% Chemistry Responsibility

- Operation, service, maintenance, building automation services, repair, and replacement of all equipment associated with this walk-in freezer is the responsibility of the Department of Chemistry and Biochemistry.

AVERA SOUTH

Facilities and Services Responsibilities:

Facilities and Services will be responsible for maintenance, repair, replacement, building automation charges and utility costs associated with the following equipment services:

- Elevators, elevator equipment room A/C system, elevator sump pumps
- AHU-5 and all other HVAC equipment serving the lab spaces on 2nd and 3rd floor
• AHU-6 and all other HVAC equipment serving the lab spaces in basement and 1st floors
• AHU-7 and all other HVAC equipment serving general classroom and office spaces.
• Energy Recovery Wheel
• Water Softener System
• Water booster pump system
• Condensate receivers, pumps and utility meters
• Unit heaters and exhaust fans in the mechanical and electrical rooms
• Cabinet Unit Heaters in east and west stair towers.
• Backflow preventers 1 through 6 serving fire, domestic, lab and lawn irrigation systems
• Restrooms, stairs, drinking fountains, etc. in common areas of the building
• Lawn irrigation system
• Mixing Valves 1 through 4 serving eye-wash and safety showers
• Fire Sprinkler system
• Fire Alarm System
• Building Exterior
• Landscaping, snow removal and grounds maintenance

**Departmental Responsibilities:**

• College and Department Spaces (offices, conference rooms, support spaces, resource rooms, etc):
  o The departments shall be responsible for all maintenance and replacement of all built-in casework and finishes including paint, ceilings, floor covering and window treatments.

• Class Labs
  o The departments shall be responsible for all casework, fume hoods, lab controls, sinks/faucets, eye-washes/safety showers, along with any other specialized fixtures, furnishes and equipment. Walls, ceilings, floors, and light fixtures shall be a Facilities and Services building charge.

• Specific Equipment:
  o Lab Air Compressor – located in SAV South mechanical penthouse
    ▪ This air compressor serves lab bench air only. It is not intended for any other purpose
    ▪ Service, maintenance, repair and replacement of this air compressor and the associated distribution system is the responsibility of the occupants of the building. It shall be split 75% to the Department of Chemistry and Biochemistry and 25% to the College of Pharmacy.

• Water Purification System – located in SAV South basement Mech room 039
  o The water purification system provides purified water to class labs, research labs, instrument rooms and lab support spaces throughout the facility. It is intended for laboratory purposes only.
Service, maintenance, repair and replacement of the water purification equipment and the associated distribution system is the responsibility of the occupants of the building. It shall be split 75% to the Department of Chemistry and Biochemistry and 25% to the College of Pharmacy.

- Walk-in Cooler –Room 350A, condenser located in SAV South mechanical penthouse
  - This walk in cooler is a side room off of the Biochemistry Teaching lab, room 350.
  - Operation, service, maintenance, repair, and replacement of all equipment associated with this walk-in cooler is the responsibility of the Department of Chemistry and Biochemistry.

BERG AG HALL

Facilities and Services Responsibilities:

Facilities and Services will be responsible for maintenance, repair, replacement and building automation costs associated with all the academic space in the building, including but not limited to:

- Elevator, elevator equipment room A/C system, elevator sump pump.
- AHU-2 and all other equipment serving the basement.
- AHU-3 and all other equipment serving lecture halls 100A and 100B.
- Condensate receivers, pumps and utility meters.
- Gas-fired domestic water heater and hot water mixing valve in 050B serving 1st and 2nd floor.
- Water softener in 050B serving the gas-fired water heater.
- Exhaust fans 1-3 and 6-10.
- Unit heaters 1-8 in the mechanical rooms.
- Backflow preventers 1 and 2 serving the Fire Water and Main building water supply.

In addition, all utility costs will be paid by Facilities and Services.

Plant Science Department Responsibilities:

Following the 2010-2011 lab renovations in the basement and 3rd floor of Berg Ag Hall, the Plant Science Department will be responsible for the maintenance, repair, replacement, and building automation system costs associated with the research space in 3rd floor of Ag Hall.

Specialized lab or HVAC equipment serving only research space will be charged 100% to the department. Items included, but not limited to, include:

- Exhaust Fans 4 and 5 serving Room 307B.
- The RO water system in the Room 050B that serves labs throughout 1st and 2nd floors.
Shared Equipment:

For equipment or utilities serving multiple areas, costs will be split based on the approximate percentage of floor area served. The following rooms are considered Plant Science research space and account for about 3,771 SF of net assignable area:


This research space is approximately 30% of the net assignable area of the 3rd floor (not including Anatomy Lab 367). Therefore the costs associated with maintenance, repair, replacement and building automation costs associated with the common equipment serving both academic and research space will be split 70% Facilities and Services, 30% Plant Science Department. This includes, but is not limited to, the following equipment:

- AHU-1 and associated humidifier serving 3rd floor.
- Chilled water pumps 1A and 1B serving basement and 3rd floor.
- Domestic hot water heater DHW-1, Recirculation Pump HWCP-1 in Room 237 and domestic water booster pump in 141 serving basement and 3rd floor.
- Strobic lab exhaust fans EF-1 & 2.
- Pre-heat pumps 1A & 1B, heat exchanger HX-1A & 1B, air separator AS-1, expansion tank ET-1, and coil pumps 1A, 1B & 2.
- Lab air compressor in 335A.
- Lab hot water heater LWH-1, re-circulation pump LWHCP-1, and backflow preventer #3.
- Mixing valve and tempered water recirculation pump TWCP-1.
- RO water system in Room 335A serving 3rd floor since it serves humidifiers in the air handlers as well as lab RO systems.
- Water softeners located in Room 237.
- Backflow preventer #4 serving HVAC makeup in 335A.

Anatomy Lab, 367

The Bio-Micro department will be responsible for the maintenance of the HVAC system serving Room 367.

BRIGGS LIBRARY

The PA system in the Briggs Library is the department's responsibility to maintain, repair and replace. Briggs Library will pay for all repair/replacement of the clocks and clock system within the library.

BUILDING CLOCKS
Facilities and Services will provide and maintain clocks in all general classrooms only. Clocks will not be provided in hallways, offices, labs or other spaces. In buildings with existing centralized clock systems, they will be eliminated as they fail.
# BUILDING MAINTENANCE RESPONSIBILITIES

All exterior maintenance (painting, tuck-pointing, roofs, doors and windows) and interior maintenance (including painting, on a regular painting cycle) is provided for by Facilities and Services on the following buildings:

<table>
<thead>
<tr>
<th>Bldg #</th>
<th>Building Name</th>
<th>Bldg #</th>
<th>Building Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>504</td>
<td>Scobey Hall</td>
<td>2203</td>
<td>Intramural Bldg (see 9-24)</td>
</tr>
<tr>
<td>505</td>
<td>President's Residence</td>
<td>2204</td>
<td>E.A. Martin Bldg</td>
</tr>
<tr>
<td>505A</td>
<td>President's Residence Garage</td>
<td>2205</td>
<td>Central Chiller Plant</td>
</tr>
<tr>
<td>506</td>
<td>Wecota Hall – to be defined</td>
<td>2206</td>
<td>Veterinary Isolation – to be defined</td>
</tr>
<tr>
<td>507</td>
<td>Wenona Hall</td>
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<td>Agricultural Hall (see 9-15)</td>
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<tr>
<td>510</td>
<td>West Hall</td>
<td>2209</td>
<td>Campanile</td>
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<tr>
<td>511</td>
<td>Medary Commons (see 9-24)</td>
<td>2210</td>
<td>Sylvan Theatre</td>
</tr>
<tr>
<td>514</td>
<td>Wecota Hall Garages</td>
<td>2211</td>
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<tr>
<td>515</td>
<td>Tompkins Alumni Center (see 9-31)</td>
<td>2212</td>
<td>Lincoln Music Hall (see 9-24)</td>
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<tr>
<td>520</td>
<td>Sorenson Center</td>
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<tr>
<td>601</td>
<td>Ag Heritage Museum (see 9-8)</td>
<td>2214</td>
<td>Wintrode Student Center</td>
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<td>Ag Heritage Storage Bldg</td>
<td>2215</td>
<td>Pugsley Cont Ed Center (see 9-26)</td>
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<td>608</td>
<td>Motor Pool</td>
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<tr>
<td>640</td>
<td>West Quonset (see 9-33)</td>
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<tr>
<td>1325</td>
<td>North Medary Storage Bldg</td>
<td>2218</td>
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<td>2101</td>
<td>Seedhouse</td>
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<td>2104</td>
<td>Dairy Science (see 9-19)</td>
<td>2220</td>
<td>Harding Hall</td>
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<td>2104A</td>
<td>Dairy Science Elevator Add</td>
<td>2221</td>
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<tr>
<td>2105</td>
<td>Physiology Laboratories</td>
<td>2222</td>
<td>Electr.Eng. &amp; Computer Science</td>
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<td>2108</td>
<td>Plant Science Lab</td>
<td>2223</td>
<td>Solberg Hall &amp; Annex (see 9-30)</td>
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<td>2108F</td>
<td>Plant Science Labs Addn</td>
<td>2224</td>
<td>Old Horticulture</td>
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<td>2115</td>
<td>Briggs Library (see 9-16)</td>
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<td>2120</td>
<td>Ag Engineering</td>
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<td>2130</td>
<td>Hort-Forestry Facility</td>
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<td>2130B</td>
<td>Hort-Forestry Facility Addn</td>
<td>2228</td>
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<tr>
<td>2130A</td>
<td>Hort-Forestry Greenhouse (see 9-23)</td>
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<td>2140</td>
<td>Northern Plains Biostress (see 9-25)</td>
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<td>2146</td>
<td>Ash Handling Facility</td>
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<td>2150</td>
<td>Facilities and Services</td>
<td>2232</td>
<td>Central Heating Plant</td>
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<td>2150A</td>
<td>Facilities and Services Addn</td>
<td>2233</td>
<td>Central Heating Plant - 1960 Add</td>
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<td>2151</td>
<td>Facilities and Services Greenhouse</td>
<td>2234</td>
<td>Central Heating Plant - 1968 Add</td>
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<td>2152</td>
<td>Facilities and Services Storage</td>
<td>2235</td>
<td>Central Heating Plant - 1992 Add</td>
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<td>Facilities and Services Storage</td>
<td>2236</td>
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<td>2153A</td>
<td>Facilities and Services Storage</td>
<td>2237</td>
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<tr>
<td>2154</td>
<td>Hobo Day Storage Bldg</td>
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<td>2155</td>
<td>Facilities and Services Salt Bin</td>
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<td>Salt Bin Addition</td>
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<td>2156</td>
<td>University Stores &amp; Services</td>
<td>2241</td>
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<tr>
<td>2170</td>
<td>Animal Science Complex (see 9-10)</td>
<td>2242</td>
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<tr>
<td>2171</td>
<td>Animal Science Arena (see 9-10)</td>
<td>2243</td>
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<tr>
<td>2201A</td>
<td>Administration</td>
<td>2244</td>
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<tr>
<td>2201B</td>
<td>Administration Addn</td>
<td>2245</td>
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<tr>
<td>2202</td>
<td>Avera Health &amp; Science</td>
<td>2246</td>
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<tr>
<td>2202A</td>
<td>Shepard Hall</td>
<td>2247</td>
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</tr>
<tr>
<td>2202B</td>
<td>Shepard Hall Addn</td>
<td>2248</td>
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</tbody>
</table>

(REVISED 7/12)  CHAPTER 9 - 18  DIVISION OF RESPONSIBILITY
CALLBOXES

University Police Department is responsible for checking all callboxes on their schedule and calling in a work order to Facilities & Services if repair/replacement is needed. All maintenance and repair of callboxes is the financial responsibility of the University Police Department.

CHRISTY BALLROOM & DONER AUDITORIUM

The stage lighting in Christy Ballroom is the responsibility of the Music Department. Hallway lighting is Facilities and Services’ responsibility.

Facilities and Services will operate and maintain the Doner Auditorium and the Christy Ballroom at the current level of condition and service requirements for the Academic or Instructional program.

The use of the Doner Auditorium and the Christy Ballroom by the "Performing Arts" and costs associated with maintenance and operation strictly related to the "Performing Arts" shall be the responsibility of others.

Any alterations, modifications or additions to the facilities and/or changes in program by either the academic program, instructional program or the "Performing Arts" shall be the cost of the department, colleges or groups causing such changes and not the Facilities and Services.

CLOCK TOWER & APPURTEANCES

All maintenance and repairs are the responsibility of the Alumni Center.

COUGHLIN ALUMNI STADIUM

See section, ATHLETIC FACILITIES.

DAIRY SCIENCE

Facilities and Services Responsibilities:

Facilities and Services will be responsible for maintenance, repair, replacement, building automation charges and utility costs associated with all the academic space in the building, including but not limited to:

- Elevator, elevator equipment room A/C system, elevator sump pump.
- AHU-2 and all other HVAC equipment serving the offices and academic spaces.
- AHU-3 and all other equipment serving Auditorium, Room 140.
- Condensate receivers, pumps and utility meters.

(REVISED 7/12)
• Unit heaters in the mechanical and electrical rooms.
• Cabinet Unit Heaters in S. Lobby Vestibule, South Lobby, North Vestibule, South Stair Tower on 2nd Floor, North Entrance on 1st Floor.
• Backflow preventers 1, 2 and 4 serving the fire water, main building water supply, and HVAC makeup water.
• A/C system serving the Elevator Equipment Room.
• Restrooms, stairs, drinking fountains, etc. in common areas of the building.

**Dairy Science Department Responsibilities:**

Following the 2010-2011 lab renovations in the Dairy Science Building, the Dairy Science Department will be responsible for the maintenance, repair, replacement, and building automation system costs associated with the research space in 3rd floor of Dairy Science.

Specialized lab or HVAC equipment serving only research space will be charged 100% to the department. Items included, but not limited to, include:

• Sterilizer and Backflow preventer #7 for the Sterilizer Room 112B.
• Phoenix laboratory control air valves and controls in 112 suite.
• All equipment in the State Dairy Lab suite: Rooms 112, 112A and 112B.
• All equipment in the State Dairy Lab Office: Room 110.

**Biology-Microbiology Department Responsibilities:**

Following the 2010-2011 lab renovations in the Dairy Science Building, the Biology - Microbiology Department will be responsible for the maintenance, repair, and building automation system charges costs associated with the research space they occupy on the second floor of Dairy Science.

Specialized lab or HVAC equipment serving only research space will be charged 100% to the department. Items included, but not limited to, include:

• Sterilizers and backflow preventer #5 serving the sterilizers in 211A.
• Phoenix laboratory control air valves and controls in departmentally assigned research labs.

**Shared Equipment:**

For equipment or utilities serving multiple areas, costs will be split based on the approximate percentage of floor area served.

The following rooms are considered Dairy Science research space and account for about 9,259 SF of net assignable area:

The following rooms are assigned to the Biology-Microbiology Department and account for about 3,237 SF of net assignable area:

Rooms 208, 209, 211, 211A, 214, 216, 218, 220, 222, 224

In round number, the area served is split roughly 70%/30% so the costs of shared equipment that serves only these labs will be split 70% to Dairy Science and 30% to Biology/Microbiology. This includes:

- Air Handler #1, Energy Recovery Unit #1, Humidifier #1
- Lab vacuum pump located in 302
- Lab air compressor located in 302
- Lab Hot Water heater and lab recirc pump in 102
- Backflow preventer in 302 serving the lab water
- RO Water system in 302
- Strobi lab exhaust fans EF-1 & 2

Other equipment is shared between all the labs and academic space. Therefore the costs associated with maintenance, repair, replacement, and building automation costs associated with the common equipment serving both academic and research space will be split 30% Facilities and Services, 45% Dairy Science Department and 25% Bio-Micro Department based on the net assignable area assigned to each department. This includes, but is not limited to, the following equipment:

- Chilled water pumps 1A and 1B in Room 102 serving the building (less the Dairy Plant Wing)
- Pre-heat pumps 1A & 1B, heat exchanger HX-1A & 1B, air separator AS-1, expansion tank ET-1, air separator, chemical feed unit, and coil pumps 1A, 1B, 2 & 3
- Heating water pumps 2A & 2B, heat exchanger 2A & 2B, air separator, expansion tank air separator, chemical feed unit
- Domestic hot water heater, recirculation pump in Room 102 and domestic water booster pump in 302
- Water softeners

Utilities:

Utilities are metered for the entire west wing of the building (the Dairy Plant is separately metered). Costs associated with the utilities serving both academic and research space will be the responsibility of Facilities and Services. Utilities included are:

- Chilled water
- Electrical usage
- Domestic water and sanitary sewer
- Steam/condensate
DEPUY MILITARY HALL

ROTC has installed a water filtration system that serves only a small sink. All maintenance, rentals, supplies and related expenses will be paid by ROTC.

The rifle range in Depuy Military Hall is the sole responsibility of ROTC. They will finance all maintenance and associated costs.

DISC GOLF COURSE

Signage and grounds care will be provided by Facilities and Services. All equipment will be repaired/replaced by University Program Council.

DYKHOUSE STUDENT CENTER

See section, ATHLETIC FACILITIES.

ETHEL AUSTIN MARTIN

Department will pay for all heating and cooling system repairs, maintenance, and replacement.

FOUNDATION SEED CONDITIONING PLANT

Foundation Seed Conditioning Plant assumes full responsibility for the care of the buildings, grounds, and utilities. These services are available through the Facilities and Services Department and should be requested through the proper channels.

All Foundation Seed Facilities that are located on campus are under the jurisdiction of the Board of Regents; therefore, maintenance and modifications must meet applicable codes and guidelines set forth by Facilities and Services.

GPS (Global Positioning System) BASE STATION

The community GPS receiver and antenna are located on the northwest corner of Crothers Engineering Hall roof; the GPS computer equipment is located in Crothers penthouse mechanical room. Banner Associates is the contact for coordinating the ongoing maintenance of the GPS station. Information Technology, through VP Mike Adelaine, will provide computer support and network connection. Facilities and Services only provides the space in the mechanical room.
GREENHOUSES

All greenhouse panels, louvers and supports and any internal specialized equipment will be the responsibility of the department to maintain, repair, and replace. Facilities and Services Assistant Vice President will review and approve all greenhouse glass repair/replacement work orders due to potential safety issues. Facilities and Services reserves the right to refuse service if the Facilities and Services Assistant Vice President deems the work unsafe.

GROVE HALL MAINTENANCE COSTS

The maintenance costs for the water heating system will be split 48% each for Pierson Hall (Res. Life), Mathews Hall (Res. Life), and 4% for Grove Hall (Academic) since hot water is provided to these three buildings from Grove Hall. This includes the water heaters, storage tank, water softener, mechanical room sump pumps serving water heaters and softeners, related steam piping and controls for the water heating system, related condensate pump and piping, and associated central control points.

All other costs associated with Grove Hall: HVAC, plumbing, electrical, and building related will be considered academic unless associated with the above items or specifically requested by Residential Life.

HANSEN HALL

Water softener salt cost and water heater maintenance and repair will be shared Residence Hall (50%), Food Service (48%) and Academic (2%). The water heaters are located in Medary Commons and hot water is piped to Hansen Hall.

Air conditioner repairs for two computer labs in the basement are as follows: Rooms 008 and 023 are Facilities and Services space.

HORSE UNIT

Facilities and Services will repair and maintain the six inch water main to the Horse Unit. The Animal and Range Sciences department is responsible for all maintenance and replacements of the new water lines and yard hydrants installed in 2005.

HORTICULTURE, FORESTRY GREENHOUSE (2130A)

The HFLP Department is responsible for maintenance and repair of the computer based control unit for continuous monitoring and environmental control in individual research rooms.
INTRAMURAL BUILDING

The space that was created as “swing” space in the IM building will be the responsibility of Facilities and Services to maintain. The exception is labs – departments will pay to maintain specific services provided to the labs. The a/c systems currently in place in the “swing” space will be the responsibility of Facilities and Services to maintain, repair, and replace. This policy will remain in place until the space is permanently assigned.

LARSON COMMONS

Water softener and water heater repairs will be shared equally between University Food Service (50%) and Residential Life (50%).

LINCOLN MUSIC HALL

Basement cooling unit, the small air handler with a DX coil located in the basement of LMH that serves the music practice/recital area in the basement (west side), is the financial responsibility of the department. The Music department is responsible for all maintenance, repair, and replacement. Note: the condensing unit of it is up on the roof and all refrigerant piping runs in a chase from the basement up to the roof.

For systems that serve the Daschle Collection in the Lincoln Music Hall stacks area, all costs are the responsibility of Briggs Library.

MEDARY COMMONS

All building maintenance, such as but not limited to, roofs, air conditioning, windows and doors will be shared by Facilities and Services (30%) and University Food Service (70%).

See note under Hansen Hall for water heater maintenance.

Food service items, such as but not limited to kitchen equipment, serving lines and dining room furniture, will not be shared by Facilities and Services, but will be the responsibility of University Food Service. UFS personnel are responsible to fill water softener with salt.

Utility costs will be determined each fiscal year using the cost per square foot times the gross square feet. This amount will be deducted from the University Food Service/Medary Commons billing, which will be sent semiannually.

Maintenance and repairs of utilities will be shared by Facilities and Services (10%) and University Food Service (90%).

Areas of responsibility have been assigned to Facilities and Services and University Food Service as follows:

A. Medary Food Service personnel will care for Medary entry ways, corridors, stairs, and bathrooms during times when school is in session and food service
personnel are serving meals. This includes snow removal to a distance where vehicles with blades can clear snow (i.e., 8’-10’ from each door). (Currently, Aramark has contracted with Facilities and Services to provide this service on an hourly recharge basis.)

B. Facilities and Services personnel will care for these same areas when school is not in session and Food Service personnel are not serving meals (i.e., during the Thanksgiving, Christmas, Spring, and Easter recesses and during the summer months). Facilities and Services personnel will also refinish the floors in each of these areas during the summer months.

C. Toilet paper for the bathrooms and bulbs for the lights in the above defined common areas will be furnished by Facilities and Services and kept in room 01.

D. Ceiling tile for replacement purposes in the above defined common areas will be furnished by Food Service and kept in room 01.

NORTHERN PLAINS BIOSTRESS LABORATORY

Facilities and Services is responsible for:

(1) Providing custodial supplies, equipment and services for maintaining the facility.

(2) Providing building maintenance to building components such as doors, roof, floors, wall, elevator, windows, air handling systems, air conditioning, heating systems, etc.

Departments will be responsible for the service, maintenance (scheduled and unscheduled), repair and modifications to the following systems both fixed and movable:

(1) All research equipment and associated fume hoods, exhaust fans, wash down systems, vacuum pump systems, compressed air systems, natural gas systems and dechlorination systems related to the research equipment.

(2) R.O. water system including polishing softener.

(3) All modular laboratory cabinets, freezers, coolers, refrigeration units, growth chambers, sterilizers, and all other laboratory equipment.

(4) Contents of the main lobby display cases both on first and second floor.

(5) Planters (inside the building).

PERFORMING ARTS CENTER

The lift assigned to PAC is the fiscal responsibility of PAC budget, not Facilities and Services. All maintenance and repairs will be recharged to PAC budget. The service contract is managed and paid for by PAC, including all inspections.
The dust collector system in the scene shop of PAC is the fiscal responsibility of the Communication Studies & Theatre department. Facilities and Services will provide scheduled preventative maintenance on the system on a recharge basis, billing back time and materials.

**PHYSICAL EDUCATION CENTER FACILITIES**

See section, ATHLETICS FACILITIES.

**PLANT SCIENCE EQUIPMENT STORAGE SHED AND SHOP**

The Plant Science Department assumes full responsibility for the care of buildings, systems, grounds, and utilities at this facility. If needed, these services are available through the Facilities and Services Department and should be requested by submitting a work order through the proper channels. This facility is under the jurisdiction of the South Dakota Board of Regents and therefore all maintenance and modifications must meet the codes and guidelines set forth by the SDSU Facilities and Services Department.

**PUGSLEY CHILD DEVELOPMENT PLAY YARD**

The department of Human Development, Consumer & Family Sciences is responsible for the maintenance of all items within the play yard. Facilities and Services will schedule and mow the yard at no charge to the department.

**RAPPELLING TOWER**

ROTC is responsible for all maintenance, repair, renovations, and/or alterations to these facilities.

**RESIDENTIAL LIFE**

**Custodial Maintenance**

The Residential Life Department assumes full responsibility for the custodial care of its buildings.

**Structure Maintenance**

Residential Life personnel are responsible for the maintenance of all current Residential Life facilities within the specific guidelines listed below. They are not responsible for, nor permitted to make changes in or additions to Residential Life facilities, nor are they permitted to work outside of these guidelines without permission from Facilities and Services personnel.
A. Electrical Shop Area:
Maintenance of electrical facilities by Residential Life maintenance personnel is limited to the following:

1. Replacement of 110 volt single pole switches or outlets.
2. Replacement of plug-in equipment drive motors with approved replacement units only when no other physical changes are made, not including the replacement of motors in sealed equipment units.
3. The repair of (including the re-wiring and replacement of brushes) all 110 and 220 volt hand dryers and all 110 and 220 volt plug-in apparatus (i.e. stoves, lamps, etc.).
4. The replacement of fuses as necessary.
5. Replacement of bearings/bushings in 110 volt equipment drive motors.
6. The preparation of hot water heater sites for installation.

B. Plumbing Shop Area:
The maintenance of plumbing facilities by Residential Life maintenance personnel is permitted in all plumbing areas except:

1. The installation of new water or sewer lines.
2. Sweating between fixture shut-off valves and water sources.

The maintenance of steam heating facilities by Residential Life maintenance personnel is limited to:

1. Bleeding lines.
2. Replacement of syphon bellows, thermostat/shut-off valve assemblies, diaphragms and other parts located in the heater assemblies; and the complete removal of heater assemblies in Wecota/Annex for transport to the Plumbing Shop for repair.

C. The Carpenter Shop Area:
Maintenance of facilities by Residential Life personnel in this area is limited to:

1. Screen replacement.
2. Patch work involving ceiling and floor tile repair; and Family Student Housing vinyl floor replacement.
4. Other miscellaneous repair such as desk drawer repair, hinge replacement, door operation maintenance, furniture leg/arm repair, window sash replacement, storm door repair/replacement, and other items of similar difficulty.

D. The Paint Shop Area:
Residential Life maintenance personnel will rely on Paint Shop personnel to accomplish all major painting tasks, and will assume painting responsibilities only when:

1. The painting to be done is "touch-up" painting.
2. Area work orders are up-to-date and painting of miscellaneous areas is used as a means of keeping maintenance personnel productive.
3. The requested painting involves a "move-in" deadline which Paint Shop personnel cannot meet.
4. All glass replacement is done by personnel of the Paint Shop. However Facilities and Services will do replacements during normal working hours. Residential Life staff will ensure that appropriate covers are available in each dorm to provide a temporary fix for windows broken after hours.

Grouting may be done by Residential Life maintenance personnel as necessary.

E. The Locksmith Area:
Residential Life personnel are not currently authorized to work in the locksmith area except:
1. To make adjustments to lock mechanisms which can be made without taking the mechanisms apart.
2. To make needed annual/semiannual lock mechanism repairs as directed by the locksmith (e.g. tightening screws, checking springs, clinching connections, etc.).

F. Controls/Central Control:
Facilities and Services personnel will do all maintenance and repair of pneumatic and electric thermostats and other controls. Facilities and Services personnel will do all maintenance and repair of Central Control points.

G. Refrigeration:
Facilities and Services personnel will do all repair to all permanently installed air conditioners and refrigeration equipment. Residential Life personnel will maintain all free standing refrigerators and window air conditioners.

H. Preventative Maintenance:
In this regard, Facilities and Services personnel will provide Residential Life with computer printouts of preventative maintenance tasks which must be completed on a regular basis. Facilities and Services personnel and Residential Life personnel will work toward ensuring that this printout is as all-inclusive as possible. Residential Life will be responsible for ensuring that all Preventative Maintenance tasks are accomplished.

a. Jackrabbit Village:
(1) Residential Life will perform all planned preventative maintenance on the fan coil units, and other terminal heating/cooling units such as cabinet unit heaters, etc. in the facility.
(2) Residential Life will replace filters in the dedicated outdoor air units in the penthouse of building. Facilities and Services will perform other preventative maintenance (belts, greasing bearings, coil cleaning, damper service, etc.) on the units.
(3) Facilities and Services will assist with any repairs as needed beyond the PPMs on these units.
(4) Facilities and Services will perform all planned preventative maintenance on the centralized equipment in the Penthouses and in the basement of Building B and the interconnecting tunnels.
(5) All Facilities and Services costs will be billed to Residential Life for these buildings.

I. Grounds Care:
The Residential Life Department is involved in grounds care in two major areas - mowing and snow removal.

1. Mowing:
The Residential Life Department is responsible for the mowing and trimming of grass in the areas directly adjacent to and within the boundaries of Berg and Bailey Halls and the Family Student Housing unit projects. All other grass cutting and trimming near Residential Life buildings, trees, light poles, and shrubs is the responsibility of Facilities and Services Grounds personnel.

2. Snow Removal:
   a. Student Residence Halls:
      (1) Facilities and Services personnel are responsible for the removal of snow from sidewalks and parking lots around student residence halls. However, it is necessary to remove all vehicles from parking lots before Facilities and Services can complete snow removal.
      (2) Residential Life maintenance staff does all snow removal for Berg and Bailey Halls and the Family Student Housing units.
      (3) Residential Life personnel are responsible for the removal of snow from all trash areas, porches, steps and the number of sidewalks determined by the Assistant Vice President of Facilities and Services.
   b. Family Student Housing:
      (1) Facilities and Services personnel are responsible for the removal of snow from the parking lots.
      (2) Residential Life personnel are responsible for the removal of snow from around trash collection areas, porches, steps and all sidewalks.
      (3) Residence occupants are responsible for residence lead-in walks.

3. Trash cleanup. Residential Life responsibility
   a. Clean up immediately around buildings.
   b. Clean up of trash enclosures.

REVERSE OSMOSIS UNITS

This section is under construction.

ROOF MAINTENANCE

Facilities and Services will conduct a roof maintenance check on all buildings each year between May 1st and October 31st as requested, and also weather permitting. This will consist of a general inspection and minor repairs. Facilities and Services will report any repairs needed.

The following areas will be billed for inspection and minor repairs:

Self-liquidating Entities
Animal Disease Research & Diagnostic Facilities
Foundation Seed Processing Facilities
Residences other than the President's Residence
Agricultural Sub-Stations
Airport Hangars

SEED TECH LAB

Seed Tech Lab, being a state-owned building will have all work performed by Facilities and Services and facilitated through Facilities and Services work order system on a 30/70 split with the exception of the greenhouse. All greenhouse maintenance and repairs will also be facilitated through Facilities and Services work order system with 100% recharge to the College of Agriculture & Biological Sciences.

Operations and maintenance, repairs and replacement will include day-to-day routine maintenance (such as toilet overflowing, light bulb replacement), preventative maintenance (filter changes, oil bearings) and all major repairs/replacement of building components (i.e. roof replacement, chiller failure) and will be split and billed 1/3 to Administration and 2/3 to College of Agriculture & Biological Sciences.

Facilities and Services will generate quarterly invoices for electricity, water, sewer, drainage, and natural gas usage for the Seed Tech Lab to the College of Agriculture & Biological Sciences.

SOLBERG ANNEX

The department is responsible for Solberg Hall Room 014, the "Clean Air Room", as the specialized equipment was added to the building.

ENTERPRISE INSTITUTE

Facilities and Services will provide building maintenance and repairs services when requested, at an appropriate charge, as outlined in the May, 1997 agreement.

STUDENT WELLNESS CENTER

The Student Wellness Center manages and provides custodial services, not part of the rest of the academic custodial services pool. Some minor building maintenance items are accomplished through their in-house staff. All preventative maintenance, standing and routine work orders will be split, charged 85% to Wellness account and 15% to Student Health account. Utilities will be charged 85% to Wellness account and 15% to state utility pool.
SURPLUS PROPERTY
Revised January 1993

SURPLUS PROPERTY LAWS MUST BE FOLLOWED: The state law says property (any equipment in your possession regardless of value) must be declared surplus when any department has a greater quantity of an item(s) than is needed or any item(s) that have become useless to their operations. For further information, call Property-Records Management, 5816.

Facilities and Services will (as work schedules permit) be responsible for the delivery of surplus property items from on Campus Academic, Administrative, Extension and Ag Experiment Station departments (self funded projects or off campus units are excluded) to Property Records Management storage facilities, surplus equipment sale site, or disposal site provided the following conditions are met:

1. Departments must submit their requests for the removal of surplus property items through the Property Records Management office and obtain approval for disposal from that office. Property Records Management will then determine if an item is surplus, scrap material, or should be disposed of at the landfill.
2. The Property Records Management office will submit to Facilities and Services a work request for the delivery of the surplus items. (Note: Departments must go through Property Records Management when submitting a work request for the delivery of property to surplus).
3. The department will be charged for services which include the disconnecting of property from utilities and buildings, the dismantling or special handling which would require removal of windows, doors, etc. by Facilities and Services crews other than General Services, such as electricians, plumbers, mechanics, etc. The cost of handling large amounts of surplus related to a renovation project will be charged to the project or the department.

Archive Material Transport:

Materials will be transported at no charge from University department on-campus locations to Briggs Library, related to the archive work. Departments will work with Stephen Van Buren or other library designee to coordinate who will contact Facilities and Services to move the records (this can be done via e-mail). Individual departments must contact appropriate Library staff to coordinate the move.

Facilities and Services will create a standing work order each fiscal year – there will be no invoices sent to either the department or the library. At this time, the records normally consist of one or a few paper-box size boxes. These deliveries will not be given priority over other General Services work, but instead will be worked into the work schedule in the near future. If the materials to be moved are confidential documents, other arrangements should be made to ensure the security of the materials.

TOMPKINS ALUMNI CENTER
Facilities and Services will provide custodial services including labor and trash cleanup in the immediate vicinity of the building entrances and steps. Facilities and Services is not responsible for any cleaning equipment.

Facilities and Services is responsible for exterior building maintenance such as painting, fixing doors and windows, and making minor roof repair plus the normal scheduled PPM of the HVAC system (example: filter replacement, belt checks and adjustment, and A/C and control system adjustments, such as the change over from heating to A/C in the spring and from A/C to heating in the fall). Alumni Association is responsible for Maintenance and Repair items such as major roof repair or replacement and/or tuck-pointing, any deferred maintenance and remodeling plus repairs and modifications to the building, HVAC (including the chiller), plumbing and electrical systems (ex: repair or replace the heating pump, water heater, or fixtures).

Utilities will be provided for by the Regent’s University Utility Pool.

Facilities and Services is responsible for mowing all grass. All other grounds maintenance around the Alumni Center such as watering, weeding, planting of flowers, care of shrubbery and repair to the irrigation system is the responsibility of the center.

**UNIVERSITY STUDENT UNION ELEVATORS**

USU has three elevators. One serves the general public, one serves the Food Service, and the third serves the Bookstore. Food Service is responsible for maintenance and repair of the elevator in their area, the other two units are charged to Student Activities. Facilities and Services coordinates and orders all services, but the costs are recharged as outlined above.

**WAGNER HALL (NURSING/FAMILY CONSUMER SCIENCES/ARTS & SCIENCES)**

Maintenance costs for the air conditioning unit that serves classrooms 104, 114, 138, 142 & 148A will be split 50% Facilities and Services, 25% Nursing & 25% CITO.

**WATER SOFTENERS**

Facilities and Services custodial staff is responsible for filling water softeners with salt in Ag Engineering, Ag Hall, Animal Science Complex basement, Crothers Engineering Hall, Dairy Science, Sorenson Center, Northern Plains Biostress, Performing Arts Center, Shepard Hall, and West Hall. The unit in the Animal Science Complex penthouse is the department’s responsibility. Facilities and Services custodial staff is not responsible for this unit. Facilities and Services custodial staff fill the water softener with salt at Medary Commons, charging their time back on a work order billed to Food Service. The using department is responsible for filling salt in University Student Union, Larson Commons, Residential Life facilities, Athletic Facilities, and Woodbine Cottage. Facilities and Services will perform other preventative and routine service on water.
softeners at Student Wellness Center and Dykhouse Student Athlete Center; the appropriate department will be charged for the work.

WECOTA

Sunroom/Rm 100- Window A/C unit was installed instead of a centralized HVAC system at request of the GIS department. All repairs to this unit are the responsibility of the department.

All 3rd floor a/c units in Wecota Hall are the responsibility of the EAM (Ethel Austin Martin) program.

WEC/EAM SECURITY PROTOCOL FOR AREAS/BUILDINGS HOUSING THE NATIONAL CHILD STUDY

- Security plan is similar in both WEC and EAM. In general there will be no unaccompanied access to the areas used by NCS. There will be some adjustments due to technology/hardware differences in the two buildings.
- EAM and WEC 3rd floor will remain within the University’s master key system. Access to key override access will be limited to emergency/urgent maintenance after hours functions.
- WEC 3rd floor will be cleaned during regular day working hours. Periodic tasks (floor refinishing/carpet cleaning) will need to be arranged by exception.
- Access for routine and daily custodial personnel will be gained through use of card access. One card account will be used for all personnel who may be cleaning in that area (not person specific). The camera surveillance will provide the individual identity if ever needed. A single card will be issued to the person primarily assigned to clean this area; a duplicate card will be kept (with other access keys) under secured conditions at the Custodial Services office. Louise Skovlund will be responsible for maintaining accurate records regarding card assignment.
- F&S personnel (other than the custodial personnel assigned to clean) who have are doing routine daily maintenance in WEC during working hours will not be issued cards but will also not use their grand master keys at that time, but instead will sign in and out.
- For routine maintenance tasks at EAM (filter changing, etc) to be completed during day hours, F&S personnel will check in with departmental personnel if present. Otherwise we will use master key to gain access and complete work.

WEST QUONSET

All building maintenance and repairs of utilities will be shared by Facilities and Services (67%) Motor Pool (33%).

WHEELCHAIR LIFT POLICY

A semi-portable wheelchair lift was purchased by Facilities and Services in FY 01. It was initially installed in Doner Auditorium in the Administration building to be used for the stage. By design this lift is portable, with some restrictions. Moving and resetting this piece of equipment is labor and time intensive – a minimum of 72 hours notice must be provided. Movement of the lift must be approved by the Assistant Vice President of Facilities and Services and the Director of Theatre. If the lift is moved to be used at a non-academic event, the cost of moving and resetting (both at the event location and Doner) will be charged to the event. Please note that the lift cannot be relocated if the stage is set for a theatre performance. The lift must be partially disassembled, lifted manually onto the empty stage, lifted by forklift outside of the building. Due to the size of the lift, power requirements, etc. there are sites on campus that will not accommodate this lift.