

MAINTENANCE RESPONSIBILITIES - FACILITIES OPERATIONS/OCCUPANTS

Facilities Operations include the following in-house support groups:

Trades Grounds Building Attendants

The trades crew provides skilled talents in building maintenance and operation, and in all facets of building systems- which include repair and maintenance of the following:

Architectural Systems - doors, windows, ceilings, walls, etc.
Electrical Services and Systems
Refrigeration/Chilled Systems
Heating & Ventilating Systems
Plumbing & Steam Distribution
Campus Utilities

This support team also provides the resources for in-house remodeling and alteration projects.

The grounds crew maintains all campus roads, walkways, parking facilities, grounds, trees, and shrubbery. This includes snow removal, grass cutting and road repair. Additional responsibilities include campus deliveries, furniture moves, support of campus activities and events, and involvement in various construction projects.

The building attendants in the stateside buildings provide first-line maintenance and operational support on all building systems, respond to academic departmental requests in the buildings, and act as important liaisons between departments and other Facilities Management personnel.

FUNDED MAINTENANCE RESPONSIBILITIES OF MTU'S FACILITIES MANAGEMENT

Questions frequently arise on campus regarding the responsibility for the maintenance and repair of buildings and equipment. To assist the Campus Community in understanding the policy for a complex institution such as MTU, a discussion of the policy and the rationale behind it is both necessary and useful.

Facilities Management is funded for General Fund facilities, **i.e.**, a permanent facility of the main campus which houses academic or administrative functions and which is supported by the University's General Fund.

A Classification of Accounts for Facilities, developed by the Association of Physical Plant Administrators of Universities and Colleges, and accepted and recognized by ACE (American Council on Education) and NACUBO (National Association of College and University Business Officers) serves as the national basis for determining the Physical Plant funding responsibility.

Obviously there are variations from this standard for each institution. Research facilities differ on each campus and historical agreements may take precedence. However, each institution can apply the general principles to its own unique circumstances. An excerpt from this document is listed below.

Excerpt From A CLASSIFICATION OF ACCOUNTS FOR PHYSICAL PLANT

2. Building and Equipment Maintenance

Building maintenance includes all items related to routine repair of buildings, structures, and appurtenances, including normally recurring repairs and preventive maintenance. The following are included:

2.1 Interior and exterior of buildings

2.1.1 Plumbing, heating, air conditioning, and ventilation

2.1.2 Electrical repairs of all types including primary and secondary systems, certain lamp replacements, and maintenance of outdoor lighting fixtures

2.1.3 Carpentry

2.1.4 Maintenance painting and glazing

2.1.5 Hardware, locks, keys, closers, and records for same

2.1.6 Roofing and sheet metal work

2.1.7 Welding and necessary machine work

2.1.8 Elevators and similar equipment

2.1.9 Miscellaneous building repairs such as tuck pointing

MAINTENANCE RESPONSIBILITIES OF BUILDING OCCUPANT (DEPARTMENT)

IS THERE A GENERAL RULE OF THUMB USED TO DETERMINE WHO PAYS FOR SERVICES?

Generally, Facilities Management is funded to maintain components of general fund facilities that could be used by any academic or administrative department if the building were to change hands. If the equipment or work in question does not meet this test then it is the department's responsibility to pay for the particular service.

WHAT IS EXCLUDED FROM FACILITIES FUNDED SERVICE?

There are a variety of facilities and equipment within General Fund buildings that are excluded from Facilities funding. These exclusions include, but are not limited to, the following:

- Laboratories and associated equipment and related utility piping within the room
- Inventoried equipment
- Carpeting and draperies
- Distilled water systems
- Compressed air systems and other air supply systems not intended for building environmental (heating & ventilating) control
- Vacuum systems
- Movable classroom seating
- Special air conditioning equipment

There is an easy way to identify the exclusions. Visualize a common classroom or office building devoid of furniture, office machines, laboratories, people, programs, computers, and similar features. Anything added to such a space is outside the funded responsibility of Facilities.

Also excluded from Facilities funded services are facilities with other sources or funds, such as grants, or self-supporting enterprises, such as the residence halls.

I'M A RESEARCHER, DOESN'T MY RESEARCH OVERHEAD \$ COVER THESE COSTS?

No, the overhead costs do not cover repairs or alterations of your research laboratory or equipment. The following page is an example of research fund distribution which illustrates what costs your overhead covers.

2.2 General-purpose fixed classroom furniture and equipment within buildings, but not inventoried to a department

2.3 Utility distribution systems inside buildings—electrical, heating, process steam, water lines, gas lines, and sewer lines

2.4 Operating and replacement costs of all equipment, materials, and tools used in building maintenance

Building maintenance also may provide services on a reimbursable basis to other accounts. Examples of these **are** auxiliary enterprises, alterations and improvements, new construction, experimental and special teaching support facilities, and departmental inventoried equipment.

AVERAGE DISTRIBUTION OF A \$100,000 RESEARCH PROJECT

DIRECT COSTS (*)	TOTAL DIRECT COSTS	EXPENDITURES % OF \$100,000
Salaries and	\$ 33,257	33.25%
Wages	24,734	24.73%
Supplies	12,000	12.00%
Equipment	<u>4,642</u>	<u>4.64%</u>
Fringe Benefits	\$ 74,633	74.63%

· The distribution of the direct cost categories were "guesstimated".

INDIRECT COST()**

Return of overhead to incentive accounts of the college, department and primary investigator.	\$6,413	6.412
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Remaining total of overhead incentive returns to the General Fund in support of the following:	18,964	18.962
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Administration of the University, **i.e.**,

Personnel, Controller, Provost, Administration, and Data Processing.

Facilities Management services, such as the production and distribution of steam, electricity, and water; maintenance and repair of utility distribution systems and academic buildings; custodial services.

Equipment and Building use.

Plant items such as fire protection, insurances, sewage costs, grounds maintenance site planning and roads and parking.

Safety and Security.

Library and Research Administration services.

TOTAL INDIRECT COSTS	\$ 25,367	25.372
TOTAL PROJECT COSTS- Direct and Indirect	\$ 100,000	100.002

**An indirect rate of 40.52 of modified total direct cost (MTDC) is used. MTDC essentially means the indirect cost rate is applied to all direct costs except equipment and that part of subcontracts, or subgrants, in excess of \$25,000. (\$74,633-\$12,000-\$62,633X40.52-\$25,367.)