

FACILITIES MANAGEMENT: RESPONSIBILITIES POLICY

Statement of Purpose

This policy establishes clear definitions and limits of responsibility to ensure that limited Operations and Maintenance (O&M) of Plant and Capital Improvement Program – University (CIP-U) funds are used exclusively for their intended purposes. In the absence of formal guidance, assumptions about Facilities Maintenance (FM) responsibilities can lead to confusion, unfunded needs, and the misallocation of resources away from essential repair and maintenance. By distinguishing between core (essential) and non-core (non-essential) services, the policy promotes clarity, transparency, and equity in the delivery of FM services. It defines FM's responsibilities and funding boundaries, protects state-appropriated maintenance resources, and supports departments in planning and budgeting for needs outside of state-supported maintenance.

Ultimately, this framework reinforces fiscal accountability, aligns funding with institutional priorities, and ensures responsible stewardship of the university's Physical Plant.

Background

UNLV Maintenance

UNLV consists of 142 buildings totaling approximately 7.7 million square feet across two campuses. More than half of these facilities are over 25 years old, with 24 exceeding 50 years in age. Supporting the ongoing operations and maintenance of this aging infrastructure requires substantial resources. The responsibility for these buildings is divided among several units:

- Facilities Management maintains 100 buildings (5.3 million SF) – 70% state supported,
- Student Life maintains 17 buildings (.8 million SF) – 31% state supported,
- Athletics maintains 13 buildings (.7 million SF) – 54% state supported, and
- 12 buildings are managed through outsourced services (.9+ million SF) – 0% state supported

UNLV includes both state and non-state-supported facilities, all of which must operate in line with a unified university ecosystem and in compliance with applicable local, county, state, and federal regulations. This policy applies to Facilities Management buildings and defines the services that FM provides to the remaining 42 buildings or other non-state supported departments/ services. See Appendix E for a full listing of these buildings.

FM is generally responsible for fixed equipment and core FM building systems and campus infrastructure. A distinction is made with **specialized equipment—whether fixed or not—is considered departmental equipment and remains the responsibility of the respective area (e.g., Biology, Chemistry, Engineering, etc.) due to its unique maintenance needs. This approach ensures that such specialized equipment is maintained by the staff who use it.** Appendix A provides five types of scenarios.

Original Policy

The original FM maintenance policy, established in 2006, was built with a maintenance rubric and staffing projections per the 2001 *NSHE Committee to Study the Funding of Higher Education*. Approximately, 20 years later, this updated policy builds on that foundation by addressing current operational needs, incorporating subsequent NSHE studies, and drawing on policies and procedures from other public institutions. The result is a comprehensive framework shaped by varied operational considerations.

Funding History - O&M

According to NSHE's *Evaluation of the NSHE Funding Formula* (2011), funding supports professional and classified positions, general operating costs, equipment for new positions, and workstation replacements. Funding levels are determined by gross maintained square footage, number of improved acres, average cost per square foot (SF), and building age.

The funding formula originally proposed and adopted through *Senate Bill 443* in 2001, established the following parameters:

- One position for every 10,500 gross square feet of maintained space (custodial and maintenance);
- A 10% staffing adjustment for buildings more than 25 years old;
- \$1.02 per gross square foot for general operating costs, or \$1.28 for square footage in buildings over 25 years old.
- One position for every 4.5 improved acres (landscape and grounds).

Because the source and methodology for setting these cost-per-square-foot rates were not identified in the Senate Bill, statistics from the Association of Physical Plant Administrators (APPA*) is used for context. APPA started compiling national and regional operations and maintenance (O&M) cost in their *Facilities Performance Indicators* (FPI) report for the 2005–2006 fiscal year. At that time, the national average O&M cost was \$1.54 per square foot, while institutions in the Pacific Coast region (inclusive of UNLV) averaged \$1.72 per square foot.

It is important to note that these APPA figures included labor costs, while the \$1.02 and \$1.28 NSHE rates did not. When adjusted for inflation and labor costs, UNLV's historical funding level was likely higher than their national and regional counterparts.

*APPA is a standard for advancing educational facilities management. It is ANSI-accredited for developing standards, which is used and serves a key influencer in facilities benchmarks and technology integration in university settings.

Current Funding - O&M

Using the most recent APPA Facilities Performance Indicators (FPI) benchmarks for FY2024, UNLV is funded at a significantly lower level than peer institutions; regionally (77%) and nationally (36%). This funding gap continues to limit Facilities Management's ability to sustain operations, meet service expectations, and maintain campus facilities effectively.

In FY2024, Facilities Management's fully funded budget allocation (excluding utilities) was approximately \$4.81 per gross square foot, while actual expenses (Workday Actuals) totaled \$5.63 per square foot—a budget deficit of about 17%. Comparing Workday Actuals to regional and national APPA benchmarks, reflects an additional shortfall of \$0.93 to \$2.86 per square foot, or roughly \$5–\$15 million annually. This ongoing gap places continued pressure on campus infrastructure, safety, and service reliability.

FY24 APPA FPI Benchmarks:

- National Average – \$6.56/SF
- Pacific Coast Region Average – \$8.49/SF

FM's Maintenance Responsibility – Core (Non-billable)

Facilities Management's (FM) state-appropriated Operations and Maintenance (O&M) and Capital Improvement Program (CIP) funds are reserved for legislatively intended maintenance of state-supported facilities. O&M includes maintaining the physical infrastructure which supports the day-to-day operations. According to the *Nevada System of Higher Education's Evaluation of the Funding Formula* (2011) and the *Legislative Counsel Bureau's Bulletin No. 13-08* (2013), Operations and Maintenance (O&M) funds support the following:

- **Physical plant administration** (management, work order system, budget/finance, etc.)
- **Routine building maintenance and repairs** (mechanical, electrical, plumbing, etc.)
- **Routine custodial services** (floors, interior trash and other cleaning, etc.)
- **Routine landscape and grounds maintenance** (plants, sidewalks, streets, exterior trash, etc.)
- **Utilities** (electricity, water, gas, sewer, and waste)

NRS 396.825 defines expenses for **operation and maintenance** as “*operating, maintaining and repairing the facilities pertaining to...Contractual services, professional services, salaries, administrative expenses, and costs of labor appertaining to facilities*”.

Per NRS 396.826, **exclusions include “any costs of reconstruction, improvements, extensions or betterments.** NRS 396.823 defines “**improvement**” as *includes the extension, widening, lengthening, betterment, alteration, reconstruction or other major improvement, or any combination thereof, of any properties pertaining to a project, or an interest therein, but does not mean renovation (see definition in Appendix D), reconditioning, patching, general maintenance or other minor repair.* These exclusions have potential to be covered in FM's CIP funding for capital repair and maintenance improvements.

O&M and CIP funding is limited to approved state-supported facilities (core) and does not extend to auxiliary or self-supported entities or buildings (non-core). Because of this, clear distinctions between

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FM/State-supported services and departmental responsibilities are essential to preserve the intent of state funding, ensure equity across UNLV, and protect FM's limited maintenance resources. Services outside the scope of state-supported O&M will be billed to the requesting department or unit as appropriate.

FM Responsibility Tests*

FM's original Maintenance Policy established three criteria to clarify funding responsibilities in situations where ambiguity exists. These still hold true today as represented with these three tests below.

Test #1: O&M of Plant or CIP(U) funds can only be used for state supported general building systems and finishes. Movable program specific equipment and systems are the responsibility of the Department budget accounts. If the specific equipment or systems would move with a program relocation, or if a new occupant would have no use for the equipment or system, then it is defined as a department funding responsibility.

Test #2: O&M of Plant or CIP(U) funds can only be used for state supported general building systems and equipment for which Facilities Management, or a comparable building maintenance authority, has full operating control.

Test #3: O&M of Plant or CIP(U) funds can only be used for maintenance or services (including administrative and technical) directly related to providing reasonable and appropriate stewardship for a State/UNLV facility capital asset. Services not meeting this test, such as furniture and equipment moving, out of cycle maintenance or improvements, event set up etc., may be performed by Facilities Management on a reimbursable or charge back basis.

*See Appendix A, B, and C for further day-to-day situations and examples.

Department's Maintenance Responsibility – Non-Core (Billable)

To ensure that the limited state-supported resources are directed to UNLV's highest priorities, departments must budget separately for needs beyond FM's core responsibilities. The State of Nevada Administrative Manual states the following in the scope of services of Buildings and Grounds, *"maintenance duties include carpentry, construction, plumbing, landscape, irrigation, janitorial services, electrical work, heating, ventilating and air conditioning"* (SAM 1004). Under Property Conservation, it states that responsibilities include to *"Perform or cause to be performed preventive and corrective maintenance on State properties, to ensure that properties are not damaged or destroyed due to poor maintenance"* (SAM 0520). Further, it states that *"Buildings and Grounds is authorized to charge for materials, parts, and a labor rate for all extra services requested by agencies..."* (SAM 1016). These extra serves are considered non-core.

Non-core work typically involves requests specific to a room or program rather than an entire building system. All requested non-core work will either be completed on overtime, with self-supporting FM staff or other contracted services. Departments are responsible for the following categories (see Appendix A for more detail on these five):

1. **Service Requests Beyond Routine or Out-of-Cycle Maintenance** – Elective improvements or changes including department-specific upgrades outside of routine building maintenance and cleaning beyond prescribed schedules, accreditation-driven work, and department event support.
 - a. These are often requests that are discretionary and may not be required for normal operations.
2. **New or Additional Systems** – Installation and upkeep of specialized systems added for department-specific needs and construction project support.
3. **Program-Specific Equipment and Systems** – Maintenance of equipment and infrastructure tied to a specific program (programmatic) or not generally usable by other occupants.
 - a. **Program-specific equipment can be generally defined as anything that is not usable to another department if the building was reassigned.**
4. **Damage from Neglect or Misuse** – Repairs required due to preventable damage.
5. **Scope Changes or Incomplete Project Work** – Service for corrections or adjustments following an FM Project Management Office or Planning & Construction project.

See Appendix B for a more detailed service breakdown of each FM section.

Appendix A: Examples of Billable Department Responsibilities

1. Service Requests Beyond Routine or Out-of-Cycle Maintenance

- Department-specific upgrades or changes to the following
 - Windows, lighting, outlets, A/C vent deflectors, etc.
- Elective painting or carpet replacements.
- Adding or replacing blinds/ shades, adding window film, relocating doors.
- Replacing lost keys/key cores, door unlocks.
- Cleaning more frequently than scheduled.
- Accreditation-driven requests.
- Event-specific support; to include onsite trades assistance, before, during, or after an event.

2. New or Additional Systems

- Adding card access readers, specialized HVAC units, or exhaust fans.
- Services provided through FM Project Management Office (FMPMO) or Planning & Construction (P&C), such as responding to fire panel notifications, contractor assistance, issuing of room access or other project-related service needs.
- Installation of systems beyond standard facility requirements.
 - Maintenance of these added systems may be the department's responsibility and billed on a time and materials basis.

3. Program-Specific Equipment and Systems

- Non-fixed equipment: Kitchen equipment and appliances, furniture, water dispensers, etc.
- Fixed but program-specific equipment: Walk-in coolers, fume/exhaust hoods, specialized or room-specific exhaust systems, vacuum systems, process chilled water loops and support components, air compressors, water treatment, plumbing connected to program-specific equipment.
- Departments may connect to FM infrastructure (utilities), but all added infrastructure serving programmatic systems remains the department's responsibility.

4. Damage from Neglect or Misuse

- Example: Unreported leaks leading to preventable water damage. Contractor installed equipment or service that led to damage – without signoff from FM.

5. Scope Changes or Incomplete Project Work

- Corrections or adjustments after FMPMO or P&C projects due to building code, best practices, customer-driven scope changes, or funding limitations. An example includes converting an open computer lab to multiple, but separate office spaces. The HVAC was suitable for the lab space, but it no longer meets the requirements of the office spaces due to the original HVAC design. Any changes to the HVAC design will be billed to the requested department.
 - Other examples include maintaining fire ratings (hole in wall), ensuring accessibility to FM infrastructure (blocked duct detector), or resolving issues created by reducing scope that does not meet FM's standards.
 - The associated FM work will be billed to P&C or their customer.

Appendix B: Service Breakdown

This service breakdown outlines the general scope of both core (non-billable) and non-core (billable) services provided by Facilities Management (FM) at UNLV. These services are delivered through FM's business office, maintenance trade shops, landscaping and grounds, the Facilities Management Project Management Office (FMPMO), and custodial operations. All work will be billed at time and materials and may be subject to an administrative fee.

While this list below is intended to be comprehensive, any service not explicitly included will be evaluated on a case-by-case basis by FM management. For these areas below, the following services are considered recharge work:

- Support for other department-specific equipment, programmatic equipment, and infrastructure
 - Replacing fixed seating, moveable walls, blinds/ shades, fume hoods, eye washing stations, other programmatic or specialty systems, etc.
- Support for projects or other improvements (including estimates)
- Special requests or event-related support
- Administrative support to include through the FM warehouse, FM business office, etc.

Areas Not Supported by FM

- Adding or modifying existing buildings, systems, or new construction
 - Consult with Planning and Construction
- Furniture and furniture replacements
 - Office – Department responsibility
 - Classroom – Non-fixed (only)
- Kitchen equipment (replacement or service)
- Lab equipment and direct support infrastructure (replacement or service)
- Loaning out tools or equipment
- Moving Services
- Parking lot maintenance
- Security alarms
- Telecommunications and networking
- Underground vaults (other than Mechanical, Electrical, and Plumbing)

General Support

Routine Work (Core)

- Elevator service
- General pest control
- Other contracted services which support core functions
- Standby support for emergency after hours response
- Underground vaults (mechanical, electrical, plumbing)
- Utilities (electricity, gas, recycling, sewer, water, waste) - State supported areas

Recharge Work (Non-core)

- Additional/programmatic/ administrative support (purchase order invoicing or other FM assistance)
- Emergency response when no emergency is present
- Non-routine maintenance, mobilization, and stand-by
- Providing quotes for service
- Response to FMPMO/P&C on their projects (time and materials)
- Special requests or event-related support (time and materials)
- Utilities (electricity, gas, recycling, sewer, water, waste) - non-state supported areas
- Warehouse services

Access Control (Lock Shop) *

Routine Work (Core)

- ADA operator installation (per code) **
- Building unlock schedule modification (supporting building-wide systems)
- Card access systems (supporting building-wide systems)
- Initial key/defective key/access requests (student & staff)
- Lock hardware maintenance & repair
- Mechanical key systems/key issues (supporting building-wide systems)
- Replace keys - broken (must supply the original key with your request)
- User changes for card access and keys

Recharge Work (Non-core)

- Additional/programmatic/ administrative support
- ADA operator installs (not code related)
- Card reader installation (additions)
- Custom access configuration (being keyed off the master - within policy guidelines)
- Door unlocks (when a maintenance concern is not present)
- Doors/locks change requests (non-maintenance - lost keys)
- Initial key/defective key/access card issue (contractor/ vendor issued)
- Maintenance on non-standard locks (key pad or other)
- Rekey doors (due to unreturned keys)
- Replace lost keys/cards

**See the most current Access Control policy for more details.*

***Only required for doors that cannot be adjusted to meet ADA opening force limits. For interior doors, the force must not exceed 5 pounds, and for exterior doors, not to exceed 8.5 pounds.*

Custodial *

Routine Work (Core)

- **Floor Care** - Vacuuming and spot-cleaning carpets and mats; deep extraction cleaning; dust mopping, damp mopping, wet mopping, and auto-scrubbing hard floors; periodic burnishing, scrubbing/ recoating, and stripping/refinishing.
- **Restrooms** - Cleaning and disinfecting all restroom surfaces, partitions, walls, fixtures, and drains; machine scrubbing floors.
- **Surfaces and Furnishings** - Dusting and wiping furnishings, fixtures, ledges, baseboards, blinds, doors, and lockers; spot-cleaning walls, glass, and furnishings; cleaning desks, tables, chalkboards, and whiteboards).
- **Trash and Recycling** - Collecting and disposing of trash and recyclables; cleaning and replacing liners; washing containers.
- **Windows and Glass** - Interior cleaning at the ground-level as scheduled.
- **Specialized Cleaning** - Dusting or vacuuming air vents and light fixtures; vacuuming or shampooing fabric furniture; cleaning and disinfecting non-fabric seating.
- **Other Services** - Routine classroom support - e.g., emptying pencil sharpeners, cleaning boards in general areas.

Recharge Work (Non-core)

- Additional/programmatic/ administrative support
- Exterior glass cleaning
- Out of cycle cleaning request
- Special requests or event-related support (time and materials)

** See Appendix C for more detail. Please reach out to FM management for building specific information since cleaning schedules vary by space.*

Electrical

Routine Work (Core)

- Basic electrical & lighting (room and supporting building-wide systems)
- Clocks (supporting building-wide systems)
- Emergency power systems (supporting building-wide systems)
- Generators/automatic transfer switch (supporting building-wide systems)
- Special electrical and lighting (supporting building-wide systems)

Recharge Work (Non-core)

- Additional/programmatic/ administrative support
- Additions or modifications to existing electrical infrastructure
- Clocks (non-academic)
- Emergency power systems (room or equipment specific)
- Generators/automatic transfer switch (room or equipment specific)
- Grow lights and timers (room specific)
- Parking lot/garage infrastructure (e.g., EV charging stations, etc.)
- Special requests or event-related support (time and materials)
- Specialty electrical and lighting (room or event specific)
- Uninterrupted power supply (UPS) system and related equipment (e.g., inverters, etc.)

Fire Safety

Routine Work (Core)

- Fire alarms (panels, communications, field devices, batteries) (supporting building-wide systems)
- Fire dampers
- Fire suppression systems (sprinklers, pumps, valves, etc.) (supporting building-wide systems)
- Kitchen exhaust hoods (system maintenance and fire testing only)
- Misc. fire systems (extinguishers, fire hydrants, FM-200, etc.) (supporting building-wide systems)

Recharge Work (Non-core)

- Additional/programmatic/ administrative support
- Kitchen exhaust hoods (operation and cleaning)
- Specialized systems to a programmatic space
- Special requests or event-related support (time and materials - fire watch, extinguishers)

HVAC/Building Automation

Routine Work (Core)

- Central air conditioning (supporting building-wide systems)
- Chilled/hot water (supporting building-wide systems)
- Humidifiers/dehumidifiers (supporting building-wide systems)
- Fume hood (exhaust fan and makeup air only)
- Ice machines (academic spaces)
- Natatoriums/therapeutic spas
- Pneumatic air dist. (supporting building-wide systems)
- Vacuum dist. & pump (supporting building-wide systems)

Recharge Work (Non-core)

- Additional/programmatic/ administrative support
- Chilled water/pumps/valves/dist. lines, water chemistry (from building supply to lab/room equipment)
- Dangerous materials fans (room specific)
- Dehumidifiers (room specific)
- Freezers, refrigerators, ice machines, walk-in coolers (kitchens/labs)
- Fume/laminar flow hoods - biological/chemical
 - Valves/controls sequencing, etc.
- Glass washers/dryers & autoclaves
- Lab supported equipment (air compressors, etc.)
- Pneumatic air dist. (room specific)
- Recreational pools and spas (room specific)
- Special requests or event-related support (time and materials)
- Steam distribution (room specific)
- Vacuum dist. & pump (room specific)
- Water mist systems
- Wood/metal shop equipment and exhaust

Landscape and Grounds

Routine Work (Core)

- Benches
- Concrete/pavement roadway repair and paint striping (not including parking lots)
- Dumpster/trash can deliveries/pick-up
- Erosion control and drainage
- Excavation/land clearing
- Fencing and gates (exterior)
- Irrigation/watering
- Litter, deadfall and debris clean-Up
- Pavement sweeping, pressure washing
- Planters
- Trees, shrubs, and lawn maintenance
- Watering schedule mods for special events

Recharge Work (Non-core)

- Additional/programmatic/ administrative support
- Dumpsters/trash cans for special events
- Monuments
- Out of cycle requests
- Parking lot support (other than waste pickup)
- Special requests or event-related support (time and materials)

Paint

Routine Work (Core)

- Drywall (tape/texture/repairs)
- Painting and surface preparation (routine - interior/exterior)

Recharge Work (Non-core)

- Additional/programmatic/ administrative support
- Painting (color change/special requests) – must be approved by P&C
- Painting (non-routine – outside of scheduled maintenance)
- Painting carts or other special requests
- Repainting walls to meet university paint standards (if customer painted walls on their own)

Plumbing

Routine Work (Core)

- Backflow systems
- Basic water/sewer service (supporting building-wide systems)
- Chemical drains (supporting building-wide systems)
- Deionized/distilled water (supporting building-wide systems)
- Emergency showers
- Eye wash stations (repair)
- Natural/lab gas distribution lines (supporting building-wide systems)
- Plumbing fixtures (supporting building-wide systems)
- Reverse osmosis water systems (supporting building-wide systems)
- Roof, floor drains, and mop sinks
- Sump pumps
- Water heater (supporting building-wide systems)
- Water hydration stations (fixed, in-wall)

Recharge Work (Non-core)

- Additional/programmatic/ administrative support
- Deionized water (room specific)
- Distilled water (room specific)
- Lab gases (room specific distribution)
- Kitchen equipment (dish washers, garbage disposal, refrigerators, microwaves, etc.)
- Plumbing fixtures (modifications)
- Special requests or event-related support (time and materials)
- Water dispensers (free standing)
- Water heater (room specific)
- Water purification - all types (room specific)

Recycling

Routine Work (Core)

- Recycling bins and pickup
- Other recyclables

Recharge Work (Non-core)

- Additional/programmatic/ administrative support
- Special requests or event-related support (time and materials)

Structural

Routine Work (Core)

- Bleacher/fixed seating maintenance (academic purposes)
- Building structure (facade, welding, etc.)
- Ceiling materials
- Coat racks - fixed
- Cove base and baseboard repairs
- Door functionality
- Facility ID signage (existing)
- Fire caulking (existing)
- Flooring (Carpet/tile)/wall tile (scheduled)
- Greenhouses (structure only)
- Information kiosks/directories (repairs)
- Interior concrete
- Mirrors, whiteboards, restroom dispenser repairs (academic serving)
- Overhead/rollup doors
- Roofing, rain gutters
- Room numbering/name identification signs (repairs)
- Wayfinding signage (repairs)
- Windows

Recharge Work (Non-core)

- Additional/programmatic/ administrative support
- Carpentry, cabinet install, furniture assembly (basic fabrication, repair)
- Cubical repairs/ modifications
- Earthquake restraints (furniture)
- Fire caulking (new)
- Greenhouses (systems)
- Moving/hanging pictures, bulletin boards/whiteboards/chalk boards, banners, shelving, mirrors
- Program-specific seating (ex. theatre seating)
- Room numbering (changes)
- Specialty flooring – athletic purposes (gym)
- Special requests or event-related support (time and materials)
- Welding/metal fabrication
- Window blinds, film and tint
- Window shades

Appendix C: General Custodial Cleaning Schedule

CUSTODIAL SERVICE	OFFICE / ADMIN	CLASSROOMS, AUDITORIUMS, CONFERENCE ROOMS, TEACHING LABS, BREAK ROOMS	ENTRANCES, LOBBIES, HALLWAYS	RESTROOMS, SHOWERS, LOCKER ROOMS	ELEVATORS	STAIRWELLS
Police and pick-up trash	weekly	daily	daily	daily	daily	daily
Empty trash containers, replace trash can liners	weekly	daily	daily	daily	-	-
Wash trash and recycling containers	monthly	monthly	monthly	monthly	-	-
Shampoo & extract walk-off mats	monthly	monthly	monthly	-	-	monthly
Spot vacuum carpeted floors	weekly	daily	daily	-	daily	daily
Thoroughly vacuum carpeted areas, including walk-off mats	weekly	daily	daily	-	weekly	weekly
Dust (kick mop) hard floors	weekly	daily	daily	-	daily	daily
Spot clean (damp mop) hard floors	weekly	daily	daily	-	daily	daily
Thoroughly clean (wet mop) hard floors	weekly	weekly	weekly	-	weekly	weekly
Autoscrub hard floors	2/year	monthly	weekly	-	-	-
Burnish and/or spray buff hard floors	2/year	monthly	monthly	-	monthly	monthly
Scrub and recoat / seal hard floors	yearly	yearly	yearly	yearly	yearly	yearly
Strip and refinish hard floors	yearly	yearly	yearly	yearly	yearly	yearly
Spot clean carpeted floors	weekly	daily	daily	-	weekly	weekly
Thoroughly clean (extract) carpeted floors	yearly	2/year	2/year	-	2/year	2/year
Dust furnishings and accessible surfaces	weekly	weekly	weekly	-	-	-
Dust doors, baseboards, and ledges	weekly	weekly	weekly	-	weekly	weekly
Dust window blinds	yearly	yearly	yearly	-	yearly	yearly
Clean all restroom fixtures using a germicidal cleaner, refill dispensers, spot clean mirrors / walls / partitions, sweep & mop floors with a germicidal cleaner	-	-	-	daily	-	-
Completely damp wipe all restroom partitions using a germicidal cleaner	-	-	-	weekly	-	-
Completely clean all restroom surfaces using a Kaivac machine	-	-	-	monthly	-	-
Machine scrub restroom floors using a germicidal cleaner	-	-	-	monthly	-	-
Clean restroom floor drain, remove debris, and flush drain with water	-	-	-	weekly	-	-
Hand wash restroom walls using a germicidal cleaner	-	-	-	monthly	-	-
Dust exterior surfaces of lockers	-	-	-	weekly	-	-
Spot clean walls	monthly	weekly	weekly	daily	weekly	weekly
Clean door / entryway glass	weekly	daily	daily	-	-	-
Dust or vacuum air vents	monthly	monthly	monthly	monthly	monthly	monthly
Rearrange furnishings **SEE NOTES BELOW**	as required	as required	as required	-	-	-
Spot clean furnishings	weekly	weekly	weekly	-	-	-
Thoroughly clean non-fabric seating	monthly	weekly	weekly	-	-	-
Vacuum fabric furniture to remove dust & debris	monthly	weekly	weekly	-	-	-
Shampoo fabric furniture to remove soil & spots	yearly	2/year	2/year	-	-	-
Clean student desks / tables	-	daily	-	-	-	-
Clean interior window glass **SEE NOTES BELOW**	yearly	yearly	yearly	-	-	-
Clean exterior window glass **SEE NOTES BELOW**	by request	by request	by request	-	by request	by request
Dust / vacuum / damp wipe light fixtures	yearly	yearly	yearly	yearly	yearly	yearly
Empty pencil sharpeners	-	daily	-	-	-	-
Clean chalkboards, white boards, trays & erasers	-	daily	-	-	-	-
**WINDOW CLEANING NOTES: The custodial staff will routinely clean the inside surfaces of normal office-type windows, as long as access to the windows is not blocked. Vaulted interior glass up to approximately the 2nd floor level and/or external glass surfaces at ground (1st floor) level can also be done in-house, by request, but will likely need to be done on a weekend which will result in billable overtime charges to the requesting department. All interior and exterior glass above the 2nd floor level is done by request only, by a window cleaning contractor. This work will be billable to the requesting department.						
**FURNITURE NOTE: The custodial staff will routinely rearrange furniture to facilitate cleaning activities (carpet extraction / stripping & waxing floors). Every effort will be made to return furniture to its previous location, but fine-tuning the furniture arrangement is a departmental responsibility. The custodial staff does not move / install / remove / dispose of any furnishings; requests for these services can be made by contacting UNLV Moving Services.						

Appendix D: Definitions

The following terms are defined to ensure consistent interpretation and application of Facilities Management (FM) policies.

General

Department: An academic or administrative unit served by FM.

Physical Plant: The university's facilities and infrastructure, including buildings, grounds, and utilities, managed by Facilities Management. Responsibilities include maintenance, repair, custodial care, and safety.

Core – Facilities and services that are tied directly to FM's primary mission.

Capital Improvement: A project that extends the value, functionality, or lifespan of the physical plant or its components.

Capital Improvement Projects: Acquire, plan, construct, maintain, or improve state-owned facilities, land, major equipment, or other infrastructure. Capital improvement projects tend to be construction projects and involve new construction, major renovations, major reconstruction, major repairs, major deferred maintenance, land acquisition and site improvements. They may address long-term or large-scale maintenance needs. This includes projects at or above \$100k.

Corrective/Reactive Maintenance: Repairs performed after a failure occurs (e.g., fixing a roof leak).

Deferred Maintenance: Maintenance that is postponed to a future budget cycle due to limited funds in the existing budget.

Operations and Maintenance (O&M): Reflects state support for the core operational costs of an institution, ensuring stability and the ability to maintain essential services and infrastructure. This generally includes repair and maintenance projects below \$100k.

Preventive Maintenance: Proactive, scheduled work to avoid equipment or system failures (e.g., greasing bearings, filter changes, replacing equipment at designed end of life, rather than at its point of failure).

Renovation: NAC 618.896 defines this as "altering in any way one or more components of a structure". The word "renovation" is commonly understood to improve something, but NRS 396 states that operations, maintenance, and repair does not include reconstruction or improvements. In this context, a "renovation" is to alter rather than improve.

State-Supported Property: Facilities and spaces which are included in the state's O&M funding appropriation.

Non-core – Facilities and services that are not considered essential.

Auxiliary Service: Non-academic areas providing goods or services to students, faculty, or staff on a fee-for-service basis (e.g., housing, bookstores, athletics, mail services, health services).

Department Neglect: Damage or impairment caused by user activities (e.g., lost master keys, unreported leaks, furniture that blocks thermostats or fire/life safety signals). Departments may be billed for all related costs.

Non-State-Supported Property: Also called auxiliary property; facilities not funded by the state formula. O&M is often supported through fees, business revenues, or donations.

Programmatic: Equipment, services, or systems tied to specific departmental, academic, or research needs not considered as part of the general physical plant (e.g., fume hoods, walk-in coolers, etc.).

Recharge Work: Non-routine or elective work billed on a cost-recovery basis (e.g., early carpet replacement, elective painting, picture hanging, service to department-owned/managed equipment, out of cycle cleaning).

Appendix C: General Custodial Cleaning Schedule

Building Code	Building Name	Campus Name	Gross Area ft²
AEB	Advanced Engineering Building	Maryland Campus	52,483
ALB	Accelerator Lab Building	Maryland Campus	2,395
ARC	Paul B. Sogg Architecture	Maryland Campus	85,439
ASC	Academic Success Center	Maryland Campus	8,901
BDC	Bennett Development Center	Maryland Campus	7,800
BEH	Frank and Estella Beam Hall	Maryland Campus	148,485
BHS	Rod Lee Bigelow Health Science	Maryland Campus	81,986
BMC	Beam Music Center	Maryland Campus	35,336
BPB	Robert L. Bigelow Physics	Maryland Campus	76,055
BSL	Boyd School Of Law	Maryland Campus	89,773
CDC01	Central Desert Complex 01	Maryland Campus	3,550
CDC02	Central Desert Complex 02	Maryland Campus	3,550
CDC03	Central Desert Complex 03	Maryland Campus	3,550
CDC04	Central Desert Complex 04	Maryland Campus	3,550
CDC05	Central Desert Complex 05	Maryland Campus	3,550
CDC06	Central Desert Complex 06	Maryland Campus	3,550
CDC07	Central Desert Complex 07	Maryland Campus	3,564
CDC08	Central Desert Complex 08	Maryland Campus	3,564
CDC09	Central Desert Complex 09	Maryland Campus	3,564
CDC10	Central Desert Complex 10	Maryland Campus	3,564
CEB	Carlson Education Building	Maryland Campus	101,313
CHB	Classroom Building Complex	Maryland Campus	169,325
CHE	Chemistry Building	Maryland Campus	44,056
CLB1	Campus Lab Building 1	Maryland Campus	14,575
CLB2	Campus Lab Building 2	Maryland Campus	22,008
CLB3	Campus Lab Building 3	Maryland Campus	26,245
CRC	Campus Resource Center	Maryland Campus	30,277
CSB	Campus Services Building	Maryland Campus	79,598
FAB1	Flamingo Auxiliary Building	Maryland Campus	63,964
FDH	Flora Dungan Humanities	Maryland Campus	110,658
FMA	Facilities Management Admin	Maryland Campus	9,607
FND	Foundation Building	Maryland Campus	24,023
FRA	Frazier Switchroom	Maryland Campus	900
GRA	Archie C. Grant Hall	Maryland Campus	37,853
GRS	Graduate Art Studios	Maryland Campus	4,151
GTW	University Gateway Building	Maryland Campus	45,675
GUA	Greenspun Urban Affairs	Maryland Campus	124,084
HAB1	Hamon Auxiliary Building	Maryland Campus	7,862
HBL	High Bay Lab	Maryland Campus	1,955
HCH	Artemus W. Ham Concert Hall	Maryland Campus	55,865
HEA	Holbert H. Hendrix Education Auditorium	Maryland Campus	4,146
HFA	Alta Ham Fine Arts	Maryland Campus	94,165
HOS	Hospitality Hall Building	Maryland Campus	109,017
HOU	Houssels House	Maryland Campus	3,267
HWB	Herman Westfall Building	Maryland Campus	22,473
IGS	Integrated Graphics Services	Maryland Campus	9,120
JBT	Judy Bayley Theatre	Maryland Campus	35,298

UNLV Building Listing – Facilities Management

Building Code	Building Name	Campus Name	Gross Area ft²
LBC1	Lynn Bennett Childhood Development Bldg. 1	Maryland Campus	10,052
LBC2	Lynn Bennett Childhood Development Bldg. 2	Maryland Campus	2,590
LBC3	Lynn Bennett Childhood Development Bldg. 3	Maryland Campus	2,728
LBC4	Lynn Bennett Childhood Development Bldg. 4	Maryland Campus	3,987
LBC5	Lynn Bennett Childhood Development Bldg. 5	Maryland Campus	6,863
LBC6	Lynn Bennett Childhood Development Bldg. 6	Maryland Campus	2,077
LFG	Lilly Fong Geoscience	Maryland Campus	28,681
LLB	Lied Library Building	Maryland Campus	304,749
MAB1	Maryland Administrative Building	Maryland Campus	9,879
MAB2	Maryland Administrative Building 2	Maryland Campus	36,983
MCB	Thomas & Mack Moot Court	Maryland Campus	6,704
MPE	Paul McDermott Physical Ed.	Maryland Campus	152,312
MSM	Marjorie Barrick Museum/HRC	Maryland Campus	71,819
OM1	Paint Shop	Maryland Campus	3,893
OM2	HVAC Shop	Maryland Campus	2,534
OM3	MultiCraft Shop/Warehouse	Maryland Campus	15,316
OM4	Custodial Shop	Maryland Campus	2,854
PKG1	Parking Garage 01	Maryland Campus	685,759
PKG2	Parking Garage, Trop & Brussels	Maryland Campus	315,429
PKG2 (ADD)	Parking Garage, Trop Addition	Maryland Campus	342,162
PKG3	Maryland Parking Garage	Maryland Campus	282,245
PSB	Claude Howard Pub. Safety Bldg.	Maryland Campus	3,505
RAB	Research Administration Bldg.	Maryland Campus	5,689
RLL	Beverly Rogers Literature & Law Bldg.	Maryland Campus	91,658
RPL	Radiation Protection Laboratory	Maryland Campus	2,618
RRC	Rebel Recycling Center	Maryland Campus	756
SEB	Science Engineering Building	Maryland Campus	203,777
SEP	Satellite Energy Plant	Maryland Campus	6,771
SFB	Stan Fulton Building	Maryland Campus	37,003
SSCA	Student Services Complex (A)	Maryland Campus	46,206
SSCB	Student Services Complex (B)	Maryland Campus	12,354
SSCC	Student Services Complex (C)	Maryland Campus	4,105
STL	Science Teaching Lab	Maryland Campus	6,720
TAC	Richard Tam Alumni Center	Maryland Campus	21,630
TAY	William D. Taylor Hall	Maryland Campus	1,920
TBE	Thomas Beam Engineering Bldg	Maryland Campus	121,046
TEC	Technology Building	Maryland Campus	10,677
TKT	Parking Garage Ticket Booth	Maryland Campus	994
TWH	Thunder Warehouse	Maryland Campus	9,525
UAB	University Auxiliary Building	Maryland Campus	2,976
UNH	University Hall	Maryland Campus	3,709
USB	UCCSN University System Bldg.	Maryland Campus	1,559
WHA1	White Hall Annex 1	Maryland Campus	3,564
WHA2	White Hall Annex 2	Maryland Campus	3,564
WHA3	White Hall Annex 3	Maryland Campus	5,264
WHI	Juanita G. White Life Sciences	Maryland Campus	90,651
WRI	John S. Wright Hall	Maryland Campus	95,877
SLC-A	Shadow Lane Dental School	Medical District	81,639
SLC-B	Shadow Lane Biotech Research	Medical District	106,454
SLC-C	Shadow Lane Campus Services	Medical District	11,005
SLC-D	Shadow Lane Advanced Dental Education	Medical District	44,170
SLC-E	Shadow Lane Building E - 1707 W. Charleston Blvd.	Medical District	46,009
SLC-F	Shadow Lane Building F - 1125 Shadow Ln.	Medical District	4,060
Total			5,252,753

UNLV Building Listing – Student Life

Building Code	Building Name	Campus Name	Gross Area ft
BKS	UNLV Bookstore	Maryland Campus	20,577
CWH	Claudine Williams Res. Hall	Maryland Campus	45,024
DAY	Dayton Complex	Maryland Campus	109,455
DIN	Hazel M. Wilson Dining Commons	Maryland Campus	18,116
HUH	Hughes Res. Hall, UCC A	Maryland Campus	32,291
KRH	Kitty Rodman Residence Hall	Maryland Campus	23,610
MFH	Margie & Robert Fairman Hall (Dorm D)	Maryland Campus	22,976
RHB	Residence Hall, Dorm B	Maryland Campus	22,939
RHC	Residence Hall, Dorm C	Maryland Campus	22,939
RHW	Gym Road South Services Bldg.	Maryland Campus	3,868
RWC	Student Recreation & Wellness Center	Maryland Campus	189,395
SMT	Student Life Maintenance and Technology	Maryland Campus	4,237
SU	Student Union	Maryland Campus	144,479
SWC	Sidewalk Cafe	Maryland Campus	1,401
TON	Tonopah Residence Hall	Maryland Campus	159,788
WBH	William S. Boyd Residence Hall	Maryland Campus	38,816
WRL	Eugene Warner Residential Life	Maryland Campus	3,629
Total			863,542

UNLV Building Listing – Athletics

Building Code	Building Name	Campus Name	Gross Area ft
COX	Cox Pavilion	Maryland Campus	97,099
EMS	Eller Media Softball Stadium	Maryland Campus	7,260
FFC	Fertita Football Complex	Maryland Campus	73,982
FTC	Fertitta Tennis Complex	Maryland Campus	9,920
LAC	Lied Athletic Complex	Maryland Campus	66,277
MBC	Marnell Baseball Clubhouse	Maryland Campus	10,525
MDC	Mendenhall Center	Maryland Campus	39,385
MSB	Robert Miller Soccer Building	Maryland Campus	4,291
SPB	Soccer Press Box Building	Maryland Campus	641
TMB	Track Maintenance Building	Maryland Campus	1,816
TMC	Thomas & Mack Center	Maryland Campus	370,236
TMW	Thomas & Mack Warehouse	Maryland Campus	20,580
WBS	Earl E. Wilson Baseball Stadium	Maryland Campus	2,437
Total			704,450

UNLV Building Listing – Real Estate/ Other

Building Code	Building Name	Campus Name	Gross Area ft²
BGC	Boys and Girls Club	Maryland Campus	10,338
DEG1	The Degree - Building 1	Maryland Campus	564,343
HR2	Harry Reid Research Park 2	Harry Reid Research Park	110,566
LEG1	The Legacy LV - Building 1	Maryland Campus	147,600
LEG2	The Legacy LV - Building 2	Maryland Campus	0
LEG3	The Legacy LV - Building 3	Maryland Campus	0
LEG4	The Legacy LV - Building 4	Maryland Campus	0
LEG5	The Legacy LV - Building 5	Maryland Campus	0
LT55	Solar Technology Center	Satellite Facilities	1,680
MAB3-A	Maryland Administrative Building 3-A	Maryland Campus	2,600
MAB3-B	Maryland Administrative Building 3-B	Maryland Campus	25,347
SCS	UCCSN System Computing Services	Maryland Campus	24,833
Total			887,307