

Maintenance Funding Matrix

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BUILDING WIDE EQUIPMENT AND SYSTEMS

Building-wide equipment and systems serve an entire building or are integral components of a building-wide system. This includes basic structural, electrical, and mechanical systems, including hoods of all kinds that are vented as part of an integrated HVAC system. The maintenance and repair of building-wide equipment and systems is the responsibility of Facilities Management, along with the replacement of such equipment and systems.

Key: F= O&M Budget, R=FM&P Special Budgets, D=Department, O=Other		Repair & Maintenance				Deferred Maintenance & Replacement (& Installation)				Utilities				Additional/ Programmatic Requirements			
CODE	ITEM	F	R	D	O	F	R	D	O	F	R	D	O	F	R	D	O
ELEC	Basic Electrical & Lighting	F					R			F							D
ELEC	Generators-Building	F					R			F							D
ELEC	Special Electrical	F					R			F							D
ELEC	Upgrade Electrical	F					R			F							D
HVAC	Central Air Conditioning	F					R			F							D
HVAC	Humidifiers/Dehumidifiers	F					R			F							D
W/S	Basic Water/Sewer	F					R			F							D
W/S	Water Mist Systems	F					R					D					D
W/S	Chemical Drains	F					R			F							D
W/S	Chilled Water	F					R			F							D
W/S Bldg	Deionized/Distilled Water	F					R			F							D
W/S Bldg	Reverse Osmosis Water Systems	F					R			F							D
W/S	Sand Pits	F					R			F							D
W/S	Settling Tanks	F					R			F							D
GAS Bldg	Lab Gases (Distribution)	F					R					D					D
GAS Bldg	Pneumatic Air (Dist & Comp)	F					R			F							D
GAS Bldg	Vacuum (Dist & Pump)	F					R			F							D
GAS Bldg	Natural Gas Distribution Systems	F					R			F							D
SAFE	Data Point Monitoring (Safety)	F					R			F							D
SAFE	Data Point Monitoring (Environ)	F					R			F							D
SAFE	Emergency Power Systems	F					R			F							D
SAFE	Fire Alarms	F					R			F							D
SAFE	Fire Suppression Systems	F					R			F							D
SERV	Glass Washers/Dryers & Autoclaves			D					D	F							D
TIME Bldg	Clocks/Alarms	F					R			F							D
FIN Bldg	Doors/Locks-Maintenance & Repair	F					R										D
FIN Bldg	Card Access Systems-Perimeter Equipment	F					R			F							D

FIN Bldg	Card Access Systems-Internal Equipment			D				D	F						D	
FIN Bldg	Mechanical Key Systems/Initial Key Issues	F					R								D	
STR	Building Structure	F					R		F						D	
SIGN	Facility ID Signage	F					R		F						D	
ELEV	Conveyance Systems	F					R		F						D	
GRHS	Greenhouses (Structure)	F					R		F						D	
GRHS	Greenhouses (Systems)	F					R		F						D	
OTHR	Donated Facilities/Equipment	F					R		F						D	

ROOM AND MULTI-ROOM EQUIPMENT AND SYSTEMS

Room and Multi-Room equipment and systems are equipment and systems that serve individual rooms. The maintenance and repair of room equipment and systems is shared between the department assigned to the space and Facilities Management, with Facilities Management's responsibility limited to the repair and maintenance of basic electrical and mechanical services, including basic repair of special electrical and mechanical systems, once installed, and to the repair and maintenance of equipment or systems required for fire and life safety reasons. The latter includes hoods, since their proper venting is critical to maintaining the air quality of an entire building.

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		F	R	D	O	F	R	D	O	F	R	D	O	F	R	D	O
CODE	ITEM																
ELEC	Basic Electrical & Lighting	F					R			F							D
ELEC	Generators - Room			D				D		F							D
ELEC	Grow Lights and Timers			D				D		F							D
ELEC	Special Electrical	F						D		F							D
ELEC	Specialty Lighting	F						D		F							D
HVAC	Dehumidifiers			D				D		F							D
HVAC	Window Air Conditioners (see note)	F						D		F							D
W/S	Chilled Water			D				D		F							D
W/S	Deionized Water			D				D		F							D
W/S	Distilled Water			D				D		F							D
W/S	Garbage Disposals			D				D		F							D
GAS	Lab Gases (Distribution)			D				D				D					D
GAS	Pneumatic Air (Dist & Comp)			D				D		F							D
GAS	Steam (Distribution)			D				D		F							D
GAS	Vacuum (Dist & Pump)			D				D		F							D
SAFE	Dangerous Materials Fans	F						R		F							D
SAFE	Emergency Power Systems			D				D		F							D
SAFE	Emergency Showers	F						R		F							D
SAFE	Eye Washes	F						R		F							D
SAFE	Fire Suppression Systems	F						R		F							D
SAFE	Security Systems			D				D		F							D
POOL	Natatoriums/Therapeutic Spas	F							O	F							D
POOL	Recreational Pools and Spas			D				D				D					D
TIME	Clocks			D				D		F							D
KEY	Card Key Systems			D				D		F							D

NOTE: Window air conditioners may be installed or replaced by a department at departmental expense, but only with the approval of Facilities Management. The choice of equipment and the installation must also be approved by Facilities Management and according to Facilities Management standards. Once installed, Facilities Management will provide for utilities and routine maintenance at no cost to the department. Facilities Management should not maintain and should not remove any unit that it judges to be unsafe or operationally inefficient.

BASIC ROOM FEATURES

Basic room features include wall, floor, and ceiling surfaces, windows and window screens, doors and door hardware, and such other basic items as may have been installed in the room as a basic feature (e.g. coat racks). The routine maintenance of all such items, including replacement of items because of normal wear, with the exception of carpeting, should be the responsibility of Facilities Management. However, the change of such features for reasons other than normal wear (e.g. painting to change color) is the responsibility of the department assigned to the space. The replacement of carpeting is the responsibility of Facilities Management only if carpeting was the original flooring in the facility.

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		F	R	D	O	F	R	D	O	F	R	D	O	F	R	D	O
CODE	ITEM																
FIN	Tile/Flooring	F					R										D
FIN	Carpeting (see note)	F		D			R										D
FIN	Ceiling Materials	F					R										D
FIN	Coat Racks	F					R										D
FIN	Floor Tile	F					R										D
FIN	Doors/Locks-Maintenance & Repair Changes	F					R										D
KEY	Initial/Defective Key/Card Issuance	F															D
FIN	Painting - Color Change/Special Requests			D													D
FIN	Painting - Routine	F															D
SIGN	Room Numbering/Name Identification Signs	F															D
FIN	Window Blinds			D				D									D
FIN	Window Screens	F		D			R	D									D
FIN	Window Shades			D				D									D

NOTE: The replacement of carpeting is the responsibility of Facilities Management only if the carpeting was the original flooring in the facility. The replacement of carpeting is the responsibility of the department to which the space is assigned, if the carpeting was installed by the department over existing finished flooring (e.g. tile) or if the department is installing carpeting for the first time over existing finished flooring. Even when installed at departmental expense, the choice of carpeting and the installation must always be approved by Facilities Management.

FURNISHINGS

Furnishings, without exception, is a departmental responsibility. A major need is for the establishment of an adequate budget for the Department of Room Scheduling for the maintenance, repair, and replacement of general purpose classroom furniture and for the maintenance, repair, and replacement of furniture in instructional laboratories that are scheduled by Room Scheduling, even though such facilities may be assigned to a department such as Physics. Room Scheduling staff are in the best position to prioritize needs and to exercise judgement regarding the furniture in the facilities they schedule; accordingly, the budget for this purpose should be assigned to Room Scheduling, rather than to Facilities Management. Financial responsibility for custodial services in such facilities should remain with Facilities Management.

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		F	R	D	O	F	R	D	O	F	R	D	O	F	R	D	O
CODE	ITEM																
FURN	Classroom Furniture				O				O								O
FURN	Instructional Lab Furniture				O				O								O
FURN	Library Furniture				O				O								O
FURN	Research Laboratory Furniture			D				D								D	
FURN	Office Furniture			D				D								D	
FURN	Employee Lockers	F		D				D								D	
FURN	Student Lockers			D				D								D	
AV	Audio/Visual Equipment			D				D								D	

All departments should be responsible for their own employees to include the furnishing of lockers.

SPECIALITY ROOMS

Facilities Management is responsible for the operation, maintenance, and repair/replacement of specialty rooms such as clean rooms, cold rooms, and dark rooms (except for equipment within such rooms). Such facilities are critical to the departments that use them, but beyond the expertise of such departments to operate and maintain.

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		F	R	D	O	F	R	D	O	F	R	D	O	F	R	D	O
CODE	ITEM																
HVAC	Clean Room HVAC	F					R			F							D
GAS	Clean Room Ultra-Pure Piping	F					R			F							D
FIN	Clean Room Walls/Floors	F					R			F							D
SPRM	Cold Rooms	F					R			F							D
SPRM	Controlled Environment Rooms	F					R			F							D
SPRM	Dark Rooms	F					R			F							D
LFIX	Walk-in Coolers	F					R			F							D
GRHS	Greenhouses (Structure)	F					R			F							D
GRHS	Greenhouses (Systems)	F					R			F							D

TELECOMMUNICATIONS

Operation, maintenance, and repair of telecommunications equipment, including basic telephone equipment, is the responsibility of the Telecommunications department within FM&P. Communication and data lines, servers, UPS's, instructional electronics, and other program-specific equipment, is paid for either by the IT department in conjunction with their smart classroom program, or by the department through monthly service fees or one-time expenditures.

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		F	R	D	O	F	R	D	O	F	R	D	O	F	R	D	O
CODE	ITEM																
TELE	Basic Telecommunications Equipment (Campus)	F					R			F							D
TELE	Communication and Data Lines			D				D									D
TELE	Building-wide Cable Distribution				O				O								O
TELE	Multi-room Cable Distrtribution				O				O								O
TELE	Cable Distribution (Room)			D				D									D
TELE	Active Electronics (Building)				O				O	F							O
TELE	Active Electronics (Multi-room)				O				O	F							O
TELE	Active Electronics (Room)			D				D		F							D
TELE	Server (Building)				O				O	F							O
TELE	Server (Multi-room)				O				O	F							O
TELE	Server (Room)			D				D		F							D
TELE	UPS (Building)				O				O	F							O
TELE	UPS (Multi-room)				O				O	F							O
TELE	UPS (Room)			D				D		F							D
TELE	End-Point Work Stations			D				D		F							D

LABORATORY EQUIPMENT

Facilities Management is not be responsible for the maintenance or repair of laboratory equipment, with the exception of overhead cranes. Lab equipment is programmatic in nature and is not considered part of the building envelope. Additionally, FM&P personnel are not trained or equipped to work on such specialized equipment. Therefore, it is a departmental responsibility. Overhead cranes on the other hand, are covered by State and Federal laws pertaining to safe operation and use. Because periodic inspections and certifications are required, the responsibility for their maintenance and repair lies with FM&P.

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		F	R	D	O	F	R	D	O	F	R	D	O	F	R	D	O
CODE	ITEM																
LFIX	Autoclaves			D				D		F							D
LFIX	Centrifuges			D				D		F							D
LFIX	Elevated Growing Beds			D				D		F							D
LFIX	Fume Hoods			D				D		F							D
LFIX	Freezers			D				D		F							D
LFIX	Glass Dryers			D				D		F							D
LFIX	Glass Washers			D				D		F							D
LFIX	Growth Chambers			D				D		F							D
LFIX	Ice Machines			D				D		F							D
LFIX	Incubators			D				D		F							D
LFIX	Microwaves			D				D		F							D
LFIX	Ovens			D				D		F							D
LFIX	Overhead Cranes	F						R		F						R	
LFIX	Refrigerators			D				D		F							D
LFIX	Shakers			D				D		F							D
LFIX	Sterilizers			D				D		F							D
LFIX	Stills			D				D		F							D
LFIX	Biological Fume Hoods (Vented)			D				D		F							D
LFIX	Biological Fume Hoods (Unvented)			D				D		F							D
LFIX	Chemical Fume Hoods (Vented)			D				D		F							D
LFIX	Chemical Fume Hoods (Unvented)			D				D		F							D
LFIX	Laminar Flow Hoods (Vented)			D				D		F							D
LFIX	Laminar Flor Hoods (Unvented)			D				D		F							D

Note: Installation of new fume hoods to meet programmatic needs must also include meeting all additional HVAC requirements. FM&P will determine when fume hood useful life has been reached and replacement is warranted.

KITCHEN EQUIPMENT

Kitchen equipment and systems are those that serve a specific programmatic mission in individual rooms. The maintenance and repair of kitchen equipment and systems is the responsibility of the department assigned to the space. Facilities Management's responsibilities should be limited to the repair and maintenance of the building envelope systems that serve these areas, including hoods of all kinds that are vented as part of an integrated HVAC system. Hoods are included since their proper venting is critical to maintaining the air quality of an entire building.

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		F	R	D	O	F	R	D	O	F	R	D	O	F	R	D	O
CODE	ITEM																
KIT	Autoclaves			D				D		F							D
KIT	Deep Fryers			D				D		F							D
KIT	Dishwashers			D				D		F							D
KIT	Exhaust Hoods			D				D		F							D
KIT	Fountains/Dispensers			D				D		F							D
KIT	Freezers			D				D		F							D
KIT	Grinders			D				D		F							D
KIT	Ice Machines			D				D		F							D
KIT	Microwaves			D				D		F							D
KIT	Mixers			D				D		F							D
KIT	Ovens			D				D		F							D
KIT	Pressure Cookers			D				D		F							D
KIT	Reach-Ins			D				D		F							D
KIT	Refrigerators			D				D		F							D
KIT	Shakers			D				D		F							D
KIT	Stoves			D				D		F							D
KIT	Toasters			D				D		F							D
KIT	Walk-Ins			D				D		F							D

SPECIAL SERVICES

Special services are a shared responsibility, with Facilities Management responsibilities limited to those services that are beneficial to the campus at-large. Departments, organizations, or individuals that would be the sole direct beneficiary of a specific service should bear responsibility for that service. Facilities Management will bear responsibility for moving services when the move is contained within a campus and the scope of work is within reasonable limits. Large, campus to campus, or campus to off-campus moves will be the responsibility of the requester.

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		F	R	D	O	F	R	D	O	F	R	D	O	F	R	D	O
CODE	ITEM																
SVCS	General Moving and Relocation	F															
SVCS	Table and Chair Rentals	F															
SVCS	Event Set-Up/Catering			D													
SVCS	Property Movements to Excess/Salvage	F															
SVCS	Computer and Peripheral Relocation	F															
SVCS	Recycling	F															
SVCS	Personal Property and Equipment Work			D													
SVCS	Provide Dumpsters/Trash Cans for Special Events			D													
SVCS	Watering Schedule Mods for Special Events	F															
SVCS	Wall Hangings, Banners, Shelving Work			D													
SVCS	Pest Control	F															
SVCS	Event Standby including Swim Meet Support			D													
SVCS	Unscheduled/Non-Standard Room Replacements			D													
SVCS	Special Use/Mission Signage			D													
SVCS	Bleacher Extension and Retraction	F															
SVCS	Environmental Assessment and Remediation	F															
SIGN	Information Kiosks/Directories	F															
SVCS	Doors/Locks Change Requests (Non-Maintenance)			D				D									
SVCS	Initial Key/Access Card Issue	F															
SVCS	Broken Keys/Card Access Modification	F															
SVCS	Replace Lost Keys/Cards*			D													

* \$5.00 per key/card (current cost of key/card blanks)

