



ADMINISTRATIVE
POLICIES AND PROCEDURES MANUAL

DATE ISSUE
9/29/97

REVISION
1

PAGE
G1-150.0

SUBJECT
GENERAL

SUB-TOPIC

SERVICES PROVIDED

INSTITUTIONAL SERVICES

Services provided by the Physical Plant which are for the general benefit and welfare of UTD are considered institutional services. Such services include:

- Building lighting,
- Heating and air conditioning balancing,
- Drinking water,
- Elevator services,
- Restroom facilities,
- Cleaning of buildings,
- Gathering of trash,
- Grounds maintenance, and
- Building repair and maintenance.

Funds required to make these services possible come from the approved budget of the Physical Plant and, as such, are provided without charge to individual departments.

Physical Plant personnel maintain a surveillance of the University physical facilities and services to ensure their proper functioning, to rectify maintenance problems or to institute measures, such as preventive maintenance, to eliminate or reduce recurring problems. However, the number of facilities and services to be inspected and maintained is increasing. Therefore, all other UTD personnel are asked to report any maintenance or service problems to the Physical Plant. The procedure for reporting problems is described under "Request for Services," this section.



ADMINISTRATIVE
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DATE ISSUE
9/29/97

REVISION
1

PAGE
G1-150.1

SUBJECT
GENERAL

SUB-TOPIC

SERVICES PROVIDED, Continued

DEPARTMENTAL SERVICES

Departmental services are provided by the Physical Plant at the request of individual departments and are paid for by the requesting department. Such services are defined as those performed on furniture, furnishings and equipment assigned to a department or those which will directly benefit the requesting department. Examples include, but are not limited to:

- Fabrication of furnishings or equipment for departmental use,
- Repair of equipment which is on a departmental inventory,
- Supply of materials for departmental use, and
- Rendering of requested services by a department to meet its own needs.

When materials and labor are provided for a departmental request, charges are made to appropriate departmental accounts. Certain types of Physical Plant labor, such as professional services by engineers and landscape architects, design and drafting time, and supervision of the project are not charges against the requesting department, but instead are absorbed by the Physical Plant. Prior to requesting departmental services, a department may request a cost estimate of the labor and material costs for the specific project to insure that the department has adequate funds to cover the cost of a project.

Making a request for Physical Plant services is described under "Request for Services," this section.



ADMINISTRATIVE
POLICIES AND PROCEDURES MANUAL

DATE ISSUE
9/29/97

REVISION
1

PAGE
G1-150.2

SUBJECT

GENERAL

SUB-TOPIC

SERVICES PROVIDED, Continued

PROFESSIONAL SERVICES

The Physical Plant has a professional staff of engineers, draftsmen, and a landscape architect who are available upon request to assist personnel in the planning, designing, and estimating of facility modifications or expansions. These services are provided at no cost to the requestor, but must be scheduled with a lower priority than other projects. Requests for these services should be via the Work Request form (see Exhibit G2) using the procedure detailed under "Request for Services," this section.