Facilities vs. Departmental
Funding Responsibility Guide

Resident Instruction Buildings
- Funding for routine operations, maintenance, and repairs of resident instruction facilities is provided in the annual Facilities budget, with the exception of self-supporting units.
- Alterations to facilities; equipment repair, installation, or relocation; and repair, replacement, or movement of furnishings or amenities are the financial responsibility of departments.

Scope of Work

Custodial Services: Normal custodial services which consist of cleaning of classrooms, offices, corridors, restrooms, vending machine areas, etc., are provided daily Monday through Friday in Resident Instruction buildings. Expendable supplies (such as) are provided as required. Restrooms are cleaned; floors are mopped, swept, and waxed on a scheduled basis. Inside, windows are washed, and trash cans emptied, light bulbs replaced, and venetian blinds dusted, as needed. Desk tops are not cleaned except on specific request by the user. Laboratory rooms and spaces are cleaned in accordance with the desires of the various department heads. Custodial employees are not responsible for moving furniture, books, bookcases, etc. Those requests should be routed to FMD Support Services Department for the Labor Pool. Moving charges will be assessed.

Additional services: The Services Department is responsible for trash removal from small containers and dumpsters in all areas on campus. Pest control services are provided for Resident Instruction Buildings on an as needed basis as requested by departments. Personnel are available upon request on a scheduled basis to assist in setting up extra equipment in classrooms and auditoriums. In addition, a truck and labor crew is available for moving of furniture and equipment.

Services requested during other than normal working hours, i.e., on a weekend, holiday, or overtime basis, and special requirements, will be considered based on manpower availability and a departmental charge may be necessary. All these services must be requested as far in advance as possible so that these can be scheduled when needed. All additional services will be reimbursed by the user to Facilities Management.

Building mechanical rooms will be cleaned and locked at all times except when used by maintenance or other authorized personnel. Mechanical rooms will not be used for storage. The Director of Housing is responsible for the cleanliness and security of the mechanical rooms in buildings under the control of the Director of Housing.

Building Security: Facilities Management is responsible for securing buildings used for Resident Instruction purposes after completion of the cleaning by the custodial forces, Monday through Friday. Using departments are responsible for security, including the locking of all exterior windows and doors, at all other times.

NOTE: No changes to building plumbing, electrical, heating, ventilation, air conditioning, or structural systems will be made by other than qualified FMD mechanics, without prior approval of the Facilities Management Division.

Entities other than Resident Instruction

All Facilities services and utilities provided outside of resident instruction will be charged or billed to those entities requesting services. Other entities include, but are not limited to the following: Auxiliary Enterprises (Housing, Bookstore, Vending, Food Services, Parking and Transportation, Student Health Services, etc.), Athletic Association, fraternities and sororities, and contractors. Users of utilities will be charged for any maintenance or repairs to supply lines from the point of meter location, or, if not metered, from the point of the divergence from the trunk line.
### Scope of Work Frequencies:

<table>
<thead>
<tr>
<th>Service Frequency</th>
<th>Type of Service</th>
<th>Service Occasions per Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Five times per Week</td>
<td>Vacuum Floor and hallways, Dust Furniture/Window sill, Clean desk – when clear of papers, Empty trash cans, Wet mop restroom floors, Clean urinals, toilets, seats, Spot clean restroom partitions Fill paper/soap dispensers Clean drinking fountains, Spot Clean entrance glass, Sweep stairways treads/landings, Pick up paper/spot check entrances and sidewalks</td>
<td>260</td>
</tr>
<tr>
<td>Two times per Week</td>
<td>Damp mop corridors and office tile, Vacuum all carpet, Wash dry erase boards</td>
<td>104</td>
</tr>
<tr>
<td>Weekly</td>
<td>Dust handrails, Wash entrance glass, Dust doors/baseboards/ledges, Heavy scrub urinals/toilets/flush tanks, Heavy scrub stall partitions, Wet mop steps/treads/landings</td>
<td>52</td>
</tr>
<tr>
<td>Monthly</td>
<td>Dust mini blinds, Dust all high areas, Wash all trash cans and wipe dry, Clean and wax furniture, Inspect gutters/drain covers for leaves and debris, Clean debris from floor drains/outdoor catch basins</td>
<td>12</td>
</tr>
<tr>
<td>Quarterly</td>
<td>Wash windows (suspended –drought), Wash mini blinds (suspended)</td>
<td>4</td>
</tr>
<tr>
<td>Yearly</td>
<td>Shampoo carpet, Buff and wax floor, Strip Floors</td>
<td>1</td>
</tr>
<tr>
<td>As Needed</td>
<td>Replace burned out light bulbs, Spot clean light fixtures/bulbs, Spot clean carpet, Wash partitions/walls in restroom, Report all building maintenance issues</td>
<td></td>
</tr>
</tbody>
</table>

### FMD Facility Responsibility

**Public Areas Include (Items provided through facility fund):**

**Classrooms:** trash/recycling cans; pencil sharpeners; white board or black board cleaner

*We do not provide soap, paper towels or dispensers in classrooms*

**Lounges or Break Areas:** trash/recycling cans; paper towel dispensers; and soap dispensers

**Labs:** trash cans; paper towel dispensers. One soap dispenser and soap refills as needed.

*Any additional dispenser/s or product refills will be at the expense of the department if not approved by FMD.*

**Restrooms:** trash cans; paper towel dispensers; paper towel refills; toilet tissue dispensers; toilet paper refills; soap.

**NOTE:** All individual office items will be the responsibility of the department: office trash/recycling cans.
Facilities vs. Departmental Funding Responsibility Guide

Specialized Cleaning Support for Special Event Reservations or Weekend Events

The Facilities Management Division (FMD) Building Services Office is responsible for the routine Monday - Friday, 5-day weekly cleaning of Resident Instruction facilities. The routine responsibilities are listed in the FMD Facility Responsibility Guide. The FMD Building Services Office is committed to providing a superior and professional service to our customers.

Any facility cleaning needed to support departments, student groups, athletics, and outside users in organizing meetings, special events (Commencement, Orientation, etc.), weekend events, conferences, concerts, luncheons, dinners, lectures, or facility activities which are at a higher level than routine facility cleaning, should be requested through the FMD work order system to allow for appropriate allocation of manpower, equipment, resources, and cleaning time.

Special Event or Weekend cleaning includes:

1. Reserved facility reservations which have 25+ persons in estimated attendance
2. Reserved facility reservations where food and/or beverages will be served

The responsible department or organization will need to place a work order with their university account number. The cleaning charges will be based on current FMD shop clearing rates for custodial services needed to staff the event. *Overtime charges may be applied for activities which occur on weekends or holidays.*

The cleaning request work order must be placed in at least ten days (10) prior to the event date. Failure to submit valid work order request may result in not having appropriate custodial support for the event and may lead to additional excessive cleaning fees being applied.

Questions about this policy should be directed to the FMD Building Services Superintendent, Jerry Heninger, at 706-542-2225 in the UGA North Campus Building Services Office or to the FMD Work Control Office at 706-542-7456 (email: fmdwork@uga.edu)