HSC OP: 61.14, Physical Plant and Support Services Fees

PURPOSE: The purpose of this Health Sciences Center Operating Policy and Procedure (HSC OP) is to establish the framework for fees charged on work (e.g. construction projects) and services provided by the Lubbock Physical Plant and Support Services and Regional Facilities Operations and Maintenance (FOM) Departments.

REVIEW: This HSC OP will be reviewed on June 1 of each even-numbered year (ENY) by the Assistant Vice President for Physical Plant and Support Services, with recommendation for revisions forwarded to the Executive Vice President for Finance and Administration.

POLICY/PROCEDURE:

1. Project Fees.
   a. A fee will be charged for all project planning, design and management services provided by the Physical Plant.
   b. Project management fees will be 2% of cost for projects above $25,000. Projects below $25,000 will be charged a fee of $500.
   c. Fees for estimates, technical support and simple projects, such as room signage and furniture orders, will be based on actual expenses.
   d. Projects are submitted and approved through the processes outlined in OP 61.02 Remodeling Projects / Painting and in OP 61.20 Approval and Scheduling of Design & Construction Projects.
   e. Questions should be directed to Physical Plant Administration at 806-743-2952.

2. Maintenance and Related Fees.
   a. Departmental work requests, other than normal maintenance, will be charged $20 per hour for work completed during normal business hours, 8 am to 5 pm. Work outside of these hours will be charged at an overtime rate of $30 per hour. Minimum charge is 30 minutes, billable in 15-minute increments thereafter. Material costs will be billed in addition to these hourly labor costs.
   b. Approved regional campus administrative personnel will submit work requests through WebTMA System. Lubbock work requests will be submitted through the process outlined in OP 61.02 and 61.20.

Questions should be directed to appropriate offices:

Lubbock Plant Ops Office  (806) 743-2070
Amarillo FOM Office  (806) 414-9670
Odessa FOM Office  (432) 703-5091
Abilene FOM Office  (325) 696-0435
3. **Safety Services Charges.**
   
a. Requests for alcohol and hazardous waste disposal are called in to the following numbers:

   Lubbock Office:  (806) 743-2597  
   Amarillo Office:  (806) 414-9670  
   Odessa Office:   (432) 703-5146  
   Abilene Office:  (325) 696-0549

b. Alcohol is purchased in bulk and stored by Safety Services. The stored alcohol is dispensed at current market rate.

c. Disposal of hazardous wastes, such as those which utilize Green Planet or Med Sharps, are charged at 1.1 times the overall disposal costs.

4. **Housekeeping, Additional / Unscheduled Service Fees.**
   
a. Departments may request additional / unscheduled housekeeping services. These services are charged to the requesting department based on an hourly rate and square footage depending on the requested services. Contact your regional Physical Plant (FOM) or Environmental Services office for fees, requesting procedures or other related questions.

   Lubbock Physical Plant:  (806) 743-2952  
   Lubbock Environmental Services:  (806) 743-2060  
   Amarillo FOM Office:  (806) 414-9670  
   Odessa FOM Office:  (432) 703-5091  
   Abilene FOM Office:  (325) 696-0435

b. All requests require a minimum of 48 hours notice and should be submitted to the regional Physical Plant (FOM) or Environmental Services offices. All requests must be reviewed and approved, and have an approved funding source (FOP) prior to proceeding with the requested work.

c. Additional / unscheduled services include but are not limited to: carpet shampooing, floor stripping & waxing, construction clean-up, setups for special events, weekend and Holiday services, after hours services, additional cleaning, special requests, and clean-up after conferences and other institutional events.

d. The requesting department is responsible for repair costs for any damage caused to the facility that occurs during their sponsored event or setups. Contractors and method of repair will be selected and overseen by Physical Plant / FOM department.