



TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER

Operating Policy and Procedure

HSC OP: 61.14, Facilities and Safety 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 Facilities and Safety Services and Regional Facilities Operations Departments.

REVIEW: This HSC OP will be reviewed on June 1 of each even-numbered year (ENY) by the Director Facilities Operations, with recommendation for revisions forwarded to the Vice President for Facilities and Safety Services.

POLICY/PROCEDURE:

1. Project Fees.

- a. A fee will be charged for all project planning, design and management services provided by the Facilities Planning team.
- b. Project management fees will be 2.5% of cost for projects.
- 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 Facilities Administration at 806-743-2952.

2. Maintenance and Related Fees.

- a. Departmental work requests, other than normal maintenance, will be charged \$25 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 \$35 per hour. Minimum charge is 30 minutes, billable in 15-minute increments thereafter. Material/ 3rd party service costs will be billed in addition to these hourly labor costs. There will be a 5% overhead fee assessed for all non-maintenance related materials and services and will be based on actual expenses.
- b. Departmental work requests at all TTUHSC campuses must be submitted through the Webraider portal on the "Submit a Request for Service" link located on the Facilities & Safety tab.
- c. Work requests will be submitted through the process outlined in OP 61.02 and 61.20.

Questions should be directed to appropriate offices:

Lubbock Facilities Office - (806) 743-2070
Amarillo Facilities Office - (806) 414-9670
Odessa Facilities Office - (432) 703-5091
Abilene Facilities Office - (325) 696-0455

3. **Safety Services Charges.**

- a. Requests for ethanol distribution and hazardous waste disposals are made online at the following links:
 - (1) For Ethanol Distribution: <https://app4.ttuhsu.edu/safety/forms/Alcohol.aspx> (2) For Chemical Disposal: https://app4.ttuhsu.edu/safety/forms/dispose_chemicals.aspx
 - (3) For Radioactive Material Waste Disposal: <https://app4.ttuhsu.edu/safety/forms/radwaste.aspx>
 - (4) Regulated Medical Waste (RMW) disposals are scheduled with local housekeeping or by contacting your local Safety Services offices at the following numbers:
 - Lubbock - (806) 743-2597
 - Abilene/Dallas - (325) 696-0549
 - Amarillo - (806) 414-9929
 - Odessa/Midland - (432) 703-5485
- b. Ethanol is purchased and stored by Safety Services. The ethanol is dispensed at current market value at the time of distribution including shipping.
- c. Disposal of hazardous wastes, such as hazardous chemical, biological, and radiological wastes, are billed at 1.1 times the current contracted disposal rates.

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 services requested. ~~services~~. Contact your regional Facilities or Environmental Services office for fees, requesting procedures or other related questions.
 - Lubbock Facilities Office: (806) 743-2952
 - Lubbock Environmental Services: (806) 743-2060
 - Amarillo Facilities Office: (806) 414-9670
 - Odessa Facilities Office: (432) 703-5091
 - Abilene Facilities Office: (325) 696-0455
- b. All requests require a minimum of 48 hours' notice and should be submitted to the regional Facilities 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 Facilities and Environmental Services departments.