

Repair and Maintenance of Labs

Summary/Purpose: Policy defining charges for repairs and maintenance in teaching and research labs.

Research Labs:

Maintenance, repair and renovation costs will be the responsibility of the department owning the research lab. For sponsored research projects requiring special services or facilities, the department must resolve cost issues associated with the needed modifications with Facilities Management or Facilities Planning Departments before submitting the proposal. The need for such resolution will be signified by checking the box labeled “Facilities Management” on the *ORSP Transmittal Sheet for Sponsored Projects*.

Teaching Labs:

Funds will be set aside in a special Facilities Management account at the beginning of each fiscal year for the maintenance and repair of teaching labs in the amount of \$125,000. Facilities Management will do maintenance and repair of fixed teaching facilities up to the above amount from these set aside fund.

If the cost of repairs or maintenance exceeds \$500 per work order, the cost in excess of that amount will be negotiated between the department and/or school, Facilities Management and, subject to the availability of funds.

If necessary, the designees for the Vice Chancellor of Administration and Finance and the Provost will resolve any outstanding issues related to the cost of the repairs to teaching facilities.

Special Notes:

The maintenance and repair of specialized equipment (projectors, screens, computers, lab equipment, and so on) will be funded by internal funds other than Facilities Management set aside funds described above.

Equipment or facilities representing a health or safety hazard to people must be reported immediately to Facilities Management. Funding issues associated with the remediation of these problems must not hinder the immediate repair or maintenance.

Equipment on the exterior of buildings will be repaired or replaced by Facilities Management.