



Maintenance Funding Guide
February 2017

About the Facilities Management Maintenance Funding Guide

The Facilities Management Maintenance Funding Guide provides our customers with a list of services provided, differentiating between those services centrally funded (paid for by state funds) for state supported space and those services that are chargeable to the customer. Centrally funded services are also available at a charge to auxiliary units and units in non state supported space.

Facilities Management operates and maintains UCI facilities as set forth in the University of California Office of the President FACILITIES MANUAL VOLUME 6. Our priorities are aligned with the campus mission, and undergo constant reevaluation in light of budget and other external constraints.

Building Systems and Equipment Maintenance

Facilities Management generally will maintain fixed equipment and building systems (roof, HVAC, floor coverings, built in casework, etc.) that are original to the building to ensure the equipment or building system retains its functionality for its anticipated useful life as specified in the UCOP *Useful Life Indices for Equipment Depreciation* (<http://eulid.ucop.edu/index.php>). Facilities Management will work with campus units to determine who should maintain specialized research equipment.

The FACILITIES MANUAL reference above makes clear distinctions between maintenance, repair and replacement that have implications as to how the work is undertaken, as well as impacts on funding and approval processes. In the event the cost of the maintenance or repair of the equipment becomes unreasonable as compared to replacement, or the equipment has reached the end of its useful life, Facilities Management will work in partnership on a resolution/replacement with the effected department.

Building Systems and Equipment Replacement

Facilities Management, in partnership with the campus, maintains a deferred maintenance list and uses deferred maintenance funding to replace equipment as funds are available for this purpose. If such funds are not available the department may opt to wait until funds are available or repair/replace the equipment with appropriate departmental funds.

Facilities Management does not pay for the replacement of specialized research equipment. Facilities Management will work in partnership on a resolution/replacement with the effected department. In addition, space that is being used for purposes other than originally designed will not be supported for the unintended use.

Facilities Management's Prioritization of Services

Due to current economic conditions and the continued campus growth, we developed this guideline for prioritization of services to assist you in managing expectations for the work we provide.

Priority 1

An emergency that requires an immediate response: ASAP

Priority 2

A problem that effects campus research, classrooms, and lecture halls (non-emergency): up to 3 weeks

Priority 3

Routine service call: up to 8 weeks

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Building Maintenance	Carpet repair and floor tiles in common areas only	3	Broken file cabinet	3
	Caulking windows	3	Clocks – supply and installation in non-common space	3
	Ceiling tile repair and replacement (T-bar ceilings)	3	Exterior fountains (by agreement)	3
	Clock battery replacement in general assignment classrooms and common space only, change time for daylight savings time in general assignment classrooms and common space only	2	Lamp sleeves	3
	Cove base repairs (rubber)	3	Lamp replacement for desk light fixtures	3
	Dead animal pickup; Interior Only	1	Floor tiles	3
	Desk and chair repair in general assignment classrooms only	1	Full spectrum lights (by exception, Facilities Management review required)	3
	Exterior fountains (If no recharge agreement)	3	Paper towel dispensers – hang additional	3
	Fire extinguisher cabinet repair/replacement	2	Ultraviolet (UV) lights	3
	Fire extinguisher – hang existing	2	Window blinds – changes of any kind	3
	Fume hood cables, sashes, lights and guards	2	Window tinting	3
	Graffiti removal	1-2		
	Lights and light fixtures, lens diffusers, ballast replacement	3		
	Projection screens (electrical types) and projection equipment in general assignment classrooms only	2		
	Rain Gutters	2		
	Rain leaks – ceilings and windows	1		
	Respond to floods	1		
	Restroom partitions and mirrors	3		
	Restrooms: paper towel dispensers, sanitary dispensers, soap dispensers, toilet paper and seat dispensers, toilet seats	3		
	Replacement and/or repair of cove molding and vinyl floor tiles in common areas	3		
	Roof hatch	1		
	Roof - minor repairs	2		
	Stair treads	1-2		
	Task Lighting (Lab Benches) – if part of original building	3		
	Window blinds and screens repair and replacement	3		

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	Window seal repair	2-3		
Building Records Unit	As-built drawings	2	Copies of as-built drawings	2
	Building documentation	2		
	Electronic floor plans	2		
Carpentry	Baseboard repairs (wood)	3	Ceiling tile and T-bar ceilings in new construction	3
	Cabinet drawer and door repair if part of original building	3	Construction and/or installation of cabinets, countertops, mail slots, shelving and miscellaneous casework	3
	Deck repair	2-3		
	Door repair	3	Earthquake restraints: shelves, cabinets, bookshelves, file cabinets, freezers, or other such furniture or equipment	2
	Door stop, hinge, sweep installation, threshold	3		
	Drywall patching in common areas	2	Furniture finishing, touch up, and repair	3
	Millwork/decorative wall systems, if part of original building	3	Installation of mounts for flat TV	3
	Restroom partitions	3	Keyboard tray repair and/or replace	2
	White board repairs in general assignment classrooms only	2-3	Modular furniture and partition systems configuration and installation, repair	3
	Windows – Emergency response for broken windows	1	Perform minor alterations - including build or take down walls, move or add doors including accordion or pocket doors, install or repair drop ceiling, build soffit, build decks or staircases, install windows, install restroom partitions, install vinyl flooring	3
	Wooden handrails and steps repair and replacement	2-3	Picture framing, picture hanging, bulletin board/whiteboard/chalk board installation or moving	3
Central Plant	Air compressors - central	2	Chemical treatment for pools	2
	Air handlers – ancillary equipment	2	Vacuum pump systems in individual labs	2
	Chilled water – ancillary equipment	2	Water systems in individual labs: DI, RO and Soft water system filters, valves	2
	Emergency generators	2		
	Heat exchangers	2		
	High temperature hot water – ancillary equipment	2		
	Industrial hot water heaters	2		
	Motors – excluding individual rooms/labs	2		
	Pool – Crawford Hall equipment (by agreement)	2		

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	Process cooling systems – central	2		
	Pumps – excluding individual rooms/labs	2		
	Steam boilers - excluding individual rooms/labs	2		
	Steam generators - excluding individual rooms/labs	2		
	Steam supply - central	2		
	Vacuum pump systems – central	2		
	Valves – isolation and control – on listed equipment	3		
	Water systems - central: DI, RO and soft water systems	2		
Custodial Services	Clean Carpet in common areas	2	Carpet cleaning in offices and other occupied space	2
	Cleaning – routine cleaning services*performed in common space such as building lobbies, hallways and restrooms as well as in offices, laboratories, general assignment classrooms only and other supported areas	2	Cleaning beyond established schedule	2
	Restroom supplies	1	Glass cleaning – Interior and exterior	2
	Spill cleanup in common space	1	High cleaning	2
	Trash removal – regular trash in standard containers	2	Pressure wash (inside or outside)	2
	Unlock / lock of building entrance doors and general assignment classrooms only	1	Paper supplies and trash cans outside of restroom areas, floor matting outside of common space, and the removal of irregular trash items or excessive accumulations above and beyond everyday norms.	2
	Wash / wax floors in common areas	2	Vents – clean grills	3
	*Routine cleaning services include emptying trash, sweeping and/or mopping and/or vacuuming floors	2	Wash / wax floors in laboratories and other occupied space	2
			Window Washing	3
	Electrical	Blue light system	1	Blue light system (Housing)
Clocks in hallways (Aldrich Hall, Kreiger Hall, Med Sci, Social Science Tower)		2	CAT5 cable installation	2-3
Electrical power and controls for building heating and cooling systems, compressors, vacuum pumps		1	Electrical outlets installed or moved	2-3
Electrical systems including switch gear, circuit breakers, transformers, panel boards – maintenance and repair		1	Emergency power	2-3
Emergency lighting and exit signs		1-2	Fire caulking	2-3
Fire caulking – for installation and repairs performed by Facilities Management		3	GFI outlets	2-3
GFI in restrooms		2	Lights in parking lots and parking structures	1
			Light switch installed or moved	2-3
		Panel boards, transformers, conduit and wire for new equipment not original to building, or renovated space	2-3	

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	Hand dryers; repair of existing in common space	3	Phone/data line installation	2-3
	Lighting repairs indoors (lamps, ballast, lighting controls)	2-3	Power outlet raceway installation	2-3
	Lighting repair outdoors, attached to building and standalone (lamps, ballast, lighting controls, light poles, bollards)	1-2	Power for specialized equipment installation	3
	Light switches (toggle)	1-2	Specialty lighting systems and controls (track lighting, down lights, and dimmers)	2-3
	Master clock systems	1-2		
	Meter reading	3		
	Occupancy sensor	1-2		
	Photo sensors	2		
	Street lights	1		
	Time clocks for lighting	1-2		
	Transformer replacement/installation	1		
Elevator	Entrapments	1	After hour non-emergency requests	2
	Maintenance and repair	2	Elective aesthetic items	3
Exterior Construction	Asphalt repair	2	Brick / block work	2
	Building letters (Exterior) – if part of original building	3	Building letters	2
	Ceramic tile	3	Installing or hanging street signs/banners	2
	Concrete bench repair	2	Monuments	2
	Concrete cutting	2	Plaques (exterior)	2
	Core drilling	2	Signs	2
	Curbs	2	Sign post removal/installation	2
	Directional sign leaning	2		
	Speed bumps	2		
	Street Maintenance	3		
	Stucco repair	3		
	Trash enclosure repair	2		
	Trip hazard repair	1		
	Fire extinguisher maintenance/servicing	1	Additional fire extinguishers – purchase	2

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Fire Extinguishers	Fire extinguisher replacement	1-2	Installation of fire extinguishers	2
	Fire hose servicing	1-2		
	Fume hood fire extinguisher servicing (ADX Units)	1		
	(Repair of fire hose/ext cabinets – See Building Maintenance)			
Fire Systems (Under Supervision of EH&S)	Fire alarm control panels	1	Central station alarm monitoring support: New account programming for fire systems	2
	Auxiliary power supplies	1		
	Remote annunciator panels	2		
	Duct detectors	1		
	Smoke detectors	1		
	Heat detectors	2		
	Beam detectors	2		
	Manual pull stations	1		
	Water flow switches	1		
	Tamper switch valves	2		
	Pre-action systems	1		
	Foam sprinkler systems	1		
	Magnetic door holders	2		
	Won-doors	1		
	Roll down doors	1		
	Smoke screens	1		
	All types and combinations of audio visual devices	2		
	Battery replacement	2		
Programming	2			
Central station alarm monitoring support: Database administrative updates & account programming for fire alarm systems	2			
Grounds and Landscaping Services	Dead animal pickup; Exterior Only	1	Special services and events	2
	Dirt removal outside building	2		
	General landscaping services	2		
	Irrigation system installation, maintenance, and repair	1		

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	Sand bags	2		
	Trash cans outside overflow	2		
	Tree trimming, removal, planting	3		
High Voltage	ATS monthly testing	2		
	Emergency power systems including generators, transfer switches, inverters – maintenance and testing	2		
HVAC	Air Balancing	3	After hours air conditioning	2
	Building automation controls	2		
	Energy management system (network, scheduling, programming)	2		
	Environmental trouble calls	2		
	Exhaust fans	2		
	Fume hoods	2		
	Room pressurization (directional air flow)	2		
	Variable frequency drives	2		
	Zone controls (thermostats, VAV boxes, mixing boxes)	2		
Lock Shop	Door locks	2	Badge holders	2
	Door closures	2	Battery operated stand alone door locks	2
	Crash bars	2	Batteries for all battery operated door locks and alarm boxes	2
	Electric Strikes (External Doors) – if part of original building	2	Card keys and card key programming for individual users	2
	Electronic Timers for Door Openers (External Doors) – if part of original building	2	Cylinder pins	2
	Gate locks	2	Electric exit devices	2
	Padlocks	2	Electric locks and battery operated alarm boxes	2
	Glass door locks	2	Electric strikes	2
	Fire door operators	2	Electronic timers for door openers	2
	Handicap door openers	2	Keys and rekeying	3
	Handicap paddle switches and batteries	2	Locks for cabinets, desks, and mailboxes	3
			Lock programming	2

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			Standalone and wireless door locks & card readers	2
Metal Fabrication	Chilled water distribution Pipe welding	2	Bollards	3
	Custom metal fabrication	3	Custom metal fabrication	3
	Dampers (control, isolation, fire, fire/smoke)	3	Gas cylinders (restraint / move)	3
	Duct work	3	Special request sheet metal fabrication	3
	General maintenance/repair welding	3	Special request welding	3
	High temperature hot water distribution pipe welding	2		
	Sheet metal fabrication	3		
	Structural welding	3		
Moving & Event Services (was Building Services)	General assignment classroom support – furniture and supplies, including disabled student classroom support	2	Event support: rental of tables, chairs, easels, and associated equipment, open and close buildings on off hours, trash cans, event setup and cleanup	2
	Emergency cleanups – flood and leaks	1		
	Forklift - supply	2	Forklift and operator for special events and campus moves	2
	Graffiti removal - exterior	1	Office and laboratory moves	2
	Pressure washing - exterior	2	Removal of furniture and equipment items	3
	Poster removal	3	Salvage items pickup	2
			Uncrate and move equipment from campus Receiving	2
Paint	10 year main entry floor	3		
	Patch and painting in common areas	3		
Pest Control	Inspection, pest management and prevention	2		
Plumbing	Air and vacuum systems	2	All plumbing services on personal lab equipment and specialized research equipment	3
	*Autoclaves	2		
	*Backflow testing	2	Dryers	3
	*Bottle washers	2	Eye wash stations – installing additional	3
	*Cage washers	2	Exterior fountains (by agreement)	3
	Caulking sinks	3	Fire Systems – installing additional	3
	Ceiling leak	2	Gas cylinders (restraint/move)	3

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	Compressed air pipe	2	Hydration Stations	3
	Condensate line	2		
	Deep well pumps	3		
	DI water	2		
	*Dishwashers	2		
	Domestic hot water systems	3		
	Drinking fountains and filtered gooseneck bottle fillers in common space	2-3		
	*Eyewash stations and safety showers drench hose testing and repair	2		
	Faucets	2		
	Fire caulking – for installation and repairs performed by Facilities Management	2		
	Fire hydrants	1		
	Fire system repairs	1		
	Flush valves - auto and manual	1-2		
	Fountains (exterior) - water issues (If no recharge agreement)	3		
	*Fume hoods: air valve leak, knob, vacuum, water leak	1-2		
	*Garbage disposal	2		
	Gas main repair	1		
	Gas smell	1		
	Hydration stations filter changes in common spaces	2		
	*Ice Machine leaking water	1		
	Industrial hot water heater	2		
	*Nitrogen hook up to fume hood / nitrogen valve to fume hood	2		
	Pipes and plumbing fixtures that came with the building	2		
	Pressure gauge for air table	2		
	*Regulators – air and water	1		
	Regulators - gas	1		
	Roof drains	1-2		
	Sewage ejection systems	1		

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Service Area	Centrally Funded Services for State Supported Space	Priority	Recharge Services	Priority
	Sewer main maintenance and repair	1		
	Storm drains	2		
	Sump pumps	2		
	Toilet leaking	1		
	Tunnel washer	1		
	Urinals	1		
	Vacuum lines	1		
	Water filters	1		
	Water heaters (gas / domestic)	3		
	Water main repair and valve exercising	2		
	Water meters maintenance, repair, and replacement	2-3		
Recycling Services	Routine scheduled recycling services performed in building and common space such as offices, kitchens, copy rooms, conference areas, laboratories, general assignment classrooms, loading docks, plazas, and other supported areas.	2	Recycling beyond routine schedule	2
			Removal of large or excessive amounts of recycling material (e.g. moving in or moving out of space)	2
	Recycling receptacles in General Assignment Classrooms	1	Recycling receptacles outside of General Assignment Classrooms	1
Refrigeration	*DX air conditioning units (containing Refrigerant)	2		
	*Chillers	2		
	*Computer room DX cooling units	2		
	*Environmental growth chambers	2		
	*Freezers -25° and above	2		
	*Ice Machines	3		
	*Refrigerant recovery / recycling	2		
	*Refrigerated air dryers	2		
Security Systems	Battery replacement for card access motherboards (system batteries), and wireless card reader batteries for external doors	2	All battery replacement not specified as state funded	3
			Card access control panels	3
	Repair, maintain, and service door contacts, egress sensors, electronic strikes, hard wire card readers and all the panels and function boards that control both wireless and hard wire card readers if part of the original building	2	Card access door contacts	3
			Card access egress sensors	3

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	Repair, maintain and service all control panels	2	Card access electronic door strikes	3
	Program the access groups and time schedules so that the lock shop department can program the cards for the users	2	Card access card readers	3
			Card access pc tab anti-theft devices	3
			Card access programming	3
			Card access system battery replacement	3
			Card access system software updates	3
			CCTV system digital video recorders	3
			CCTV system cameras and camera power supplies	3
			CCTV monitors	3
			CCTV switchers	3
			CCTV system software updates	3
			Security control panels	3
			Security system programming	3
			Motion sensors	3
			Door contacts	3
			Panic buttons	3
			Security battery replacement	3
			Security keypads	3
			Horns	3
			Wireless devices	3
			Security system software updates	3
			Central Station Alarm Monitoring support : New account programming	3
	Elevator numbers	3	Bridge banners	2
	Exterior building door numbers	3	Code and ADA compliance upgrades	2
	Building directories updated quarterly	3	Decorative promotional signage	2
	Maximum occupancy signs in general assignment classrooms only	3	Dimensional lettering	2
	No food or drink signs in general assignment classrooms only	3	Directory updates in mid-cycle	2
			Fire / Life Safety signage stairwell exit	2
	* Replace vandalized room numbers, fire/life safety	2	Graphics for trade shows, research presentations	2

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	signage, evacuation maps, rest room signs		Laser etchings and cutting Light-pole banners Magnetic lettering Metal engraving Nameplates New: Directory boards, evacuation maps, building ADA sign systems No smoking signs Parking related signage Placards Reflective lettering Room Numbers Stencil cutting Vehicle lettering Wayfinding Signs Window lettering	2 2 2 2 2 2 2 2 2 2 2 2 2 2

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Services FM Does Not Provide

- Art Curation / Art Maintenance

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