FACILITIES DEVELOPMENT AND OPERATIONS
FEE FOR SERVICE PROGRAM
Effective January 2012

I. Policy Overview:

Facilities Development & Operations (FD&O) is responsible for the planning, design, construction, maintenance and operations of campus physical plant. These services are provided by Facilities Development and Operations through the General Fund budget allocation as well as a fee for service program.

In general, Facilities Development and Operation’s general fund budget will support all general funded buildings and vehicles on campus including; specific tasks based on a frequency schedule, responding to service requests from campus departments, and through periodic inspection and correction efforts.

All other physical plant needs, including self-supporting operations facilities, Auxiliary Organization facilities, or requests that fall outside of Facilities Development and Operation’s normal hours or frequency schedules, will be charged for their facilities needs through the fee for service program.

II. Maintenance and Operations Services for General Funded Buildings:

Operations and Maintenance covered facilities services provided as a part of Facilities Development and Operation’s campus general fund budget allocation.

Maintenance and Operations activities include the routine work necessary to keep state-supported facilities, utility infrastructure, roads and grounds in good repair, appearance and operation condition. This work includes maintaining, operating, and repairing basic components of the campus buildings and grounds, e.g., foundations, walls, roofs, stairs, ceilings, floor, floor coverings, wall coverings, doors, windows, utility systems, turf, sidewalks, streets and ancillary facilities or equipment that support basic building operations, and routine custodial services.

These services are provided by Facilities Development and Operations through the General Fund budget allocation and are accomplished by utilizing specific tasks and frequency schedules, responding to service requests from campus departments, and through periodic inspection and correction efforts.

Some typical requests that are covered (this is not an exhaustive list):

- Moves of furniture or furniture configuration (does not include reconfiguring cubicle partition systems)
- Hanging of items (does not include personal artwork)
- Roof Leaks
- Broken Sprinkler Heads
- Burned Out Light Ballasts
- Heating Issues
- Lock Repairs
- All building maintenance and repair including painting, flooring, etc, based on frequency schedules and consistent with standardized color sets.
Many of San Jose State University’s buildings contain materials that must be remediated if disturbed (e.g., asbestos floor tiles, lead paint). Remediation costs and operational impacts may necessitate special scheduling of repairs and maintenance projects in buildings constructed before 1990.

III. **Fee for Service Program Non-Maintenance and Operations Services for General Funded Buildings:**

Requests for services that fall outside of specific task and frequency schedules must pay for all associated facilities services.

Fee for service program are activities rendered by Facilities Development and Operations to the campus community upon special requests. Fee for service program would include work requested to be conducted outside of normal business hours, or off-frequency schedules. These requests will be considered fee for service work.

Maintenance requests that are specifically requested to be conducted outside of normal business hours will be processed as part of the fee for service program. However, schedules designed to minimize operational impacts that preserves core functions of the buildings would not be considered fee for service program.

Specific maintenance tasks that are requested but which fall outside of the current frequency schedules will be processed as a part of fee for service program. Examples: painting, carpet replacement, or facilities renovation of space.

IV. **Fee for Service Program Self-Supporting and Auxiliary organization:**

Self-Supporting and Auxiliary organization must pay for all associated facilities services.

Facilities Development and Operations operates a fee for service program as a means of cost recovery for Self-Supporting and Auxiliary Organization facilities-related service requests. The CFO is responsible for ensuring all allocable costs are recovered from the auxiliary operations, associated 501(c) 3’s, and for any events held on campus sponsored by non-SJSU entities. Additionally, CSU Executive Order 1000 states that allowable direct costs incurred by the CSU Operating Fund shall be allocated and recovered based on actual costs incurred.

References:

EO 847 – CSU Executive Order 847 Policy Statement on Facility Maintenance

EO 1000 - CSU Executive Order 1000 Delegation of Fiscal Authority and Responsibility
FY 11/12 Fee for Service Rates

Note that rates have been constant since FY 09/10

Allocation Methodology

Facilities Development and Operations will review annually in conjunction with the Fiscal budgeting process Fee for Service Allocation rates for All Trades Classifications. The rates will be published annually providing a schedule of rates by Trade. Trades Labor rates will be calculated using an average monthly salary for each Trade Classification. Trades Labor rates will include the actual benefit costs for Trades employees as determined by University's financial system. Trades Labor rates will be calculated on an "Effective" hour’s basis (i.e. total working hours less: vacation, average sick time, holidays.

A 3.84% Administrative cost for related equipment/materials will be added to the respective hourly Labor Rate. This percentage is determined by dividing related equipment/material costs used to support non-maintenance work by the total O&E budget. Additionally, a 4.39% Administrative Labor cost will be added to the respective Labor Rate. This percentage is determined by dividing a proportional share of indirect labor costs of by the total FD&O Administrative labor budget.

<table>
<thead>
<tr>
<th>Trades Classification</th>
<th>FY 11/12 Fee for Service Hourly Rates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Auto</td>
<td>67.10</td>
</tr>
<tr>
<td>Carpenter</td>
<td>67.52</td>
</tr>
<tr>
<td>Metal Worker</td>
<td>77.31</td>
</tr>
<tr>
<td>Custodial</td>
<td>34.46</td>
</tr>
<tr>
<td>Electrician</td>
<td>75.21</td>
</tr>
<tr>
<td>Grounds</td>
<td>43.82</td>
</tr>
<tr>
<td>Equipment/Bus Driver</td>
<td>54.86</td>
</tr>
<tr>
<td>Lockshop</td>
<td>66.69</td>
</tr>
<tr>
<td>Movers</td>
<td>45.19</td>
</tr>
<tr>
<td>Painter</td>
<td>66.92</td>
</tr>
<tr>
<td>Plumber</td>
<td>76.79</td>
</tr>
<tr>
<td>HVAC</td>
<td>76.82</td>
</tr>
<tr>
<td>Control Specialist</td>
<td>80.78</td>
</tr>
<tr>
<td>Operating Engineer</td>
<td>74.09</td>
</tr>
<tr>
<td>Facility Worker</td>
<td>50.77</td>
</tr>
<tr>
<td>Warehouse Worker</td>
<td>42.21</td>
</tr>
</tbody>
</table>
APPENDIX B

Self-Supporting Departments/Services and Auxiliary Organizations

All Non University Organizations/Community and People Requesting Services.
Alumni Association
Associated Students except maintenance on University House
Athletic Camps and/or Professor Sponsored Events
Bookstore
City of San Jose
Community Usage of Facilities
Event Center
Faculty Club
Fraternities/Sororities
Housing Operations
International House
International and Extended Studies
Parking Operations including: North, South and West Garages
Presidential Leases
Research Foundation
Spartan Shops (including Food Services Locations)
Student Activities & Services including Elections
Student Health and Counseling Services
Student Organizations
Student Union: Student Organizations, Non-Academic Scheduling, Aquatic Center, Event Center
Tower Foundation
Vending Machines - (Spartan Shops)