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**SUBJECT: Spartan Stadium- Allocation Guidelines**

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**1) General**

- a) It is the objective of the University /Facilities Development and Operations to capture and distinguish all costs related to providing: on-going facility maintenance, facility related special events, and project work in the area defined as “Spartan Stadium”.
- b) To this end, a separate Department (1436) has been established by the University and should be used by Facilities Development and Operations to accomplish this goal.

**2) General Maintenance and Operations (Non-Event)**

- a) All Facility costs required to support the Stadium including grounds, utilities, and specialized trades and operating supplies should be charged to Department 1436.
- b) All work must be tracked through the department’s CMMS (TMA) and include labor hours and supplies where applicable. In the event supplies are obtained from the South Campus general inventory (i.e. grass seed, soil, fertilizer, etc.) the appropriate quantity of measure/and unit price should be established and included in the CMMS work Order.
  - i) Examples of General Maintenance and Operations work include but not limited to: grounds, electrical, plumbing repairs, preventative maintenance, and 24x7 emergency responses.
  - ii) To the extent possible, all costs will be charged on an actual basis. For labor, actual cost will be determined using an employee’s base hourly pay rate.
  - iii) All utilities will be charged on an metered basis or from an appropriate rate formula. In situations where utilities are charged collectively to the south campus, an appropriate allocation will be charged.

**3) Athletics and Special events**

- a) All expenses related to “special events” will be tracked as a separate CMMS work order and should be distinguished from general maintenance and operations. Special events will include both University and non-University affiliated events. Non-University events will typically be booked under the University’s third party management agreement.
  - i) In situations where an event requires special and/or advanced preparation such as turf and parking lot preparation, field lining, installing goal posts, etc. these costs should be captured as part of the work order and should be charged to the event. Similarly, all costs related to post event restoration and repairs including field damage, removing goals posts etc. should be included as part of the original work order and charged to the event. Repair work and associated cost for an event may extend beyond the area defined as “Stadium”. As an example, this may include parking lots and other physical damage outside the Stadium that may be chargeable to the event.
  - ii) All utilities consumed by the event should be established by direct meter readings and/or appropriate rate formula and charged to the event.

- iii) All FD&O staff assigned to an event should be captured as part of the work order and charged to the event on a hourly basis. All FD&O labor assigned to support a special event will be chargeable as Non-maintenance rate II.

#### **4) Project Work**

- a) All project work at the Stadium must be coordinated through the Director , Facilities Maintenance and Construction Services
  - i) All expenses related to projects will be tracked as a separate CMMS work order
- b) All projects exceeding \$10,000 will require approval from FD&O AVP and University Vice President of Finance and Administration
- c) All FD&O internal project management labor is chargeable to the project.

#### **5) Responsibility**

- a) It is the responsibility of each FD&O employee to comply with the requirements as outlined for all labor and associated materials with providing general maintenance, special events, and project work at the stadium.
- b) It is the responsibility of FD&O Administrative Services Group to ensure appropriate accounting, allocation method, and monthly reporting for FD&O costs related to providing Stadium support.

Attachment: Spartan Stadium Defined Area