

UCSB



Facilities Management Services & Funding Guide

Centrally Funded and Recharge Services

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Table of Contents

About the Funding Guide.....	Page 3
Carpenter Shop.....	Page 4
Custodial Services.....	Page 5
Electrical Shop.....	Page 6
Grounds.....	Page 7
HVAC Shop.....	Page 8
Life Safety Services.....	Page 9
Lock Shop.....	Page 10
Paint Shop.....	Page 11
Plumbing Shop.....	Page 12

Facilities Management – Centrally Funded and Recharge Services

The Facilities Management Service Guide provides our customers with a list of services provided, differentiating between those services that are centrally funded and those services that are chargeable to the department. All services are available at a charge to auxiliary units and units in non-centrally funded spaces.

Facilities Management operates and maintains UCSB facilities as set forth in the University of California Office of the President [FACILITIES MANUAL VOLUME 6](#). We strive to support the campus mission, however, our priorities undergo constant re-evaluation in light of budget and other external factors.

Building Systems Maintenance, Repair and Replacement

The FACILITIES MANUAL referenced 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 building system becomes unreasonable as compared to replacement, or the building system has reached the end of its useful life, Facilities Management will work in partnership on a resolution/replacement with the affected department.

Facilities Management generally will maintain building systems (roof, HVAC, floor coverings, built-in casework, etc.) that are original to the building to ensure they retain functionality for its anticipated useful life. Facilities Management will work with campus units to determine who should maintain specialized research equipment. Facilities Management does not pay for the replacement of specialized research equipment. In addition, the maintenance for any building space that has been re-purposed or modified by the department is recharged.

Carpenter Shop

Carpentry services include installation, repair and maintenance of the following:

Facilities – Centrally Funded Services

- Baseboard - Repairs
- Carpets, Linoleum, Vinyl Floors, Wooden Floors, and Other Floor Surfaces in Public Spaces - Repair and Replacement
- Ceiling Tile - Replacement and Repair
- Door - Repairs
- Door Closer - Repairs
- Doorstop - Installation
- Drywall and Plaster - Repairs
- Floor Tile in Public Spaces - Repair and Replacement
- Furniture in Public Spaces - Repair
- Mirrors in Restrooms and Public Places - Replacement
- Restroom Partition - Repairs
- Roof and Roof Leaks – Maintenance and Repair
- Stair Tread, Safety Strips and Guards - Replacement
- Window and Glass on Building Exteriors - Repair
- Wooden Railings and Steps - Repair and Replacement

Departmental - Rechargeable Services

- Blinds - Purchase and/or Installation, Maintenance and Repairs
- Cabinets, Bookshelves, and Miscellaneous Casework - Construction, Repair, and/or Installation
- Carpets, Linoleum, Vinyl Floors, Wooden Floors, and Other Floor Surfaces in Departmental Spaces - Replacement and/or Repair
- Doors Within Controlled Space - Replacements and/or Conversions
- Mirror - Installation or Moving
- Office Furniture - Repair
- Pictures, White Board / Chalk Board - Framing, Picture Mounting, Installations or Moving
- Screens or Special Projection Equipment - Mounting
- Shelves, Cabinets, Gas Cylinders, Bookshelves, File Cabinets, Freezers, or Other Such Furniture or Equipment - Earthquake Restraint Installation

Note: These lists are not exhaustive and only include some of the most common service requests.

Custodial Services

Facilities – Centrally Funded Services

- Landfill and Recycling Removal
- General Use Spaces such as Lobbies, Corridors, Restrooms, and Other Public Areas - Routine Cleaning Services Performed Daily, including vacuuming carpeted areas
- Graffiti – Removal (non-permanent only)
- Labs, Offices, Classrooms, and Other Supported Areas - Routine* Cleaning Services, including vacuuming carpeted areas
- Pest Control - Routine Scheduled Control
- Public Areas - Spill Cleanup
- Standard Trash Containers – Regular Trash Removal

Departmental - Rechargeable Services

- Carpet in all Departmental-Occupied, Non-Public Spaces - Shampoo/Cleaning, Floor Strip and Wax
- Department Spaces - Spill Clean-Up
- Events – Setups
- High-Clean Requests
- Interior and Exterior Windows – Washing
- Projects - Clean-Up Over and Above Routine Cleaning
- Special Requests - Such as Additional Trash Cans, Walk-Off Mats, Special Cleanup Above and Beyond Established Routine Cleaning
- Trash - Removal of Irregular Items or Excessive Accumulations Above and Beyond Everyday Norms

Note: These lists are not exhaustive and only include some of the most common service requests.

**For specific cleaning tasks and more information on space priority type, please contact Facilities Management Customer Service at 805-893-8300 or Customer.Service@pf.ucsb.edu*

Electrical Shop

Electrical services include installation, repair, and maintenance of the following:

Facilities – Centrally Funded Services

- Ballast (Facility Lighting) - Replace
- Building Facility Lighting Control Systems - Maintenance and Repair
- Circuit Breaker - Resets, Repair or Replacement
- Electrical Distribution - Repair
- Emergency Generator and Circuit Service - Maintenance and Repair
- Emergency Lighting - Maintenance and Repair
- Facility Fixture - Cleaning and Relamping

Departmental - Rechargeable Services

- Circuit Breaker - More than Two Resets due to Customer Equipment Overloading Circuits
- Dedicated Departmental Equipment and Appliances - Maintenance and Repair
- Departmental Display Case Lighting - Installation, Repair, and Relamping
- Departmental Power Conditioners and Emergency Power Systems - Maintenance and Repair
- Department-Owned Equipment - Installation and Hook-up
- Desk Lamp - Relamping
- Electrical Cord - Replacement and/or Repair
- Intercom - Repairs and Installation
- Lighting Requests – New Installation
- Outlets and Circuit - New Installation
- Special Lighting Requests such as UV Lamps, Dark Room Lamps – New Installation
- Temporary Power - Installation

Note: These lists are not exhaustive and only include some of the most common service requests.

Grounds

Grounds maintains the following: outdoors plants, shrubbery, trees, hardscape, and all landscaped areas on campus.

Grounds provides cleaning and removal of debris from pedestrian path of travel, sidewalks, entrances, doorways and other areas to ensure pedestrian safety.

Grounds maintenance includes the following:

Facilities – Centrally Funded Services

- Exterior Planter Beds and Containers Not Specifically Assigned to a Department
- General Landscape Maintenance
- Hardscape - Maintenance and Trash Removal
- Irrigation System - Installation and Repair
- Litter - Pickup
- Trees - Trimming, Removal, and Replacement

Departmental - Rechargeable Services

- Damage and Vandalism to Existing Landscaping and Irrigation Systems – Repair
- Project Related Landscape Damage Caused by Project Work - Repair
- Special Events - Preparation and Cleanup
- Special Requests for Plantings or Color Changes

Note: These lists are not exhaustive and only include some of the most common service requests.

Heating, Ventilation, and Air Conditioning Shop

From indoor heating to lab freezer systems and ice-makers, we provide service for:

Facilities – Centrally Funded Services

- Building Air Conditioning Unit – Maintenance
- Building Heating and Cooling Equipment – Repairs
- Facility Wide Chilled Water Loop Systems – Maintenance
- Fume Hood Exhaust - Repairs
- Walk-In Boxes (Cold and Warm) - Preventative Maintenance and Minor Repairs Only

Departmental - Rechargeable Services


- Dedicated Air Conditioning Units - Maintenance and Repair
- Dedicated Chillers - Maintenance and Repair
- Dedicated Fan Coil Units - Maintenance and Repair
- Freezers - Maintenance and Repair
- Ice Machines - Maintenance and Repair
- Refrigerators - Maintenance and Repair
- Walk-In Boxes (Cold and Warm) - Maintenance and Major Repairs

Note: These lists are not exhaustive and only include some of the most common service requests.

Life Safety Services

The services provided by the Life Safety Services Group includes updates, maintenance, operation, and repair of all building fire alarm, fire extinguisher, and life safety systems:

Facilities – Centrally Funded Services

- Building Access Control Systems – Testing and Repair
- Emergency Eye Wash and Showers - Repair and Maintenance
- Fire Alarm Systems - Monitoring, Repair and Maintenance
- Fire Extinguisher - Maintenance
-  Door Access Controls - Repair

Departmental - Rechargeable Services

- Additional Protective Devices Beyond Code Requirements – Installation
- Building Access Control for Departmental Systems – Installation and Repair

Note: These lists are not exhaustive and only include some of the most common service requests.

Lock Shop

To ensure faculty, students, staff, and visitors have the proper access and security in UCSB spaces, we provide the following services:

Facilities – Centrally Funded Services

- Door Hardware – Repair and Maintenance
- Door Locks – Repair and Maintenance

Departmental - Rechargeable Services

- Door Locks – Rekey
- New or Additional Keys

Note: These lists are not exhaustive and only include some of the most common service requests.

Paint Shop

To keep walls looking fresh and new, our Paint shop provides the following services:

Facilities – Centrally Funded Services

- Common Areas – Routine Patch and Paint
- Deck and Roof - Coating Applications
- Graffiti – Removal (permanent)
 - Signage For Common Areas and Open Spaces - Fabrication and Installation

Departmental - Rechargeable Services

- Departmental Spaces and Special Requests - Patch and Paint
- Name Plates - Fabrication and Installation
- Signage for Departmental Spaces - Fabrication and Installation

Note: These lists are not exhaustive and only include some of the most common service requests.

Plumbing Shop

For your plumbing needs, let us help with:

Facilities – Centrally Funded Services

- Drinking Fountains in Public Spaces - Repair and Maintenance
- Leaks, Facility Drain Stoppages, and Flooding – Repairs
- Restroom Equipment - Maintenance and Repair/Replacement
- Water, Gases, Vacuum Line - Repair and Maintenance

Departmental - Rechargeable Services

- Dedicated Laboratory Systems: DI Water, Waste Systems, Cooling Systems, Vacuum Systems, Gases, etc. - Installation and/or Maintenance
- Experimental Laboratory Equipment – Installation
- Laboratory Equipment - Hook-Up and/or Installation
- Sinks and/or Drains - Unclogging Due to Customer Operations
- Water Filter - Installation and/or Maintenance

Note: These lists are not exhaustive and only include some of the most common service requests.