

UW-Green Bay Facilities Management

This document is meant to provide a guideline for the services that Facilities Management provides to the UW-Green Bay campus community. This document will provide you general information as to what is considered non-chargeable work versus what is considered chargeable.

Non-Chargeable vs Chargeable Work

- 1) In general, all work done for Program Revenue (PR) areas are chargeable.
- 2) Generally the routine repair, maintenance, upkeep, and cleaning of buildings and grounds are covered by Facilities Management at no charge to departments funded with General Program Revenue (GPR) dollars. The maintenance repair, or assembly of “departmentally owned” items which were purchased and/or installed separate from the original building instruction budget are chargeable items. A sample of those items are below.

Repairs to lounge equipment (stoves, etc...)	Departmental furniture moves
Painting (outside of normal maintenance schedule)	Re-keying any working lock or key replacement
Window treatment repairs/installation	Window air conditioner installation or repairs
Lab equipment (lab faucet, eyewash station, fume hoods, gas valve, plumbing, pasteurizers and stills).	Install/repair to any departmental equipment (chairs, desk, lamps, etc...)
Renovation/remodeling of space	All Services for special events (including table/chair rental and setup/teardown)

Non-Chargeable vs Chargeable Work in General Program Revenue (GPR) Areas

Is this chargeable?	Y	N		Is this chargeable?	Y	N
Office is cold/warm		X		Hang picture/plaque	X	
Water fountain not working		X		Make office signs or nameplates	X	
Toilet, sink or urinal repairs		X		Move office furniture	X	
Office, hall, or exterior overhead light		X		Departmental equipment repairs	X	
Desk lamp needs repair	X			Office furniture repairs	X	
Light switch or outlet not working		X		Repair ceiling tiles or base cove		X
Install dimmer switch	X			Door lock not working		X
Fuse blown, power outage		X		Re-key door	X	
Elevator not working		X		Unlock file cabinet or desk	X	
Handicap door not working		X		“Common Area” cloc repair		X
Fire alarm going off		X		Window air conditioner repairs	X	
Install new projector and lighting	X			Table, chair, or risers rental	X	

Please call Facilities Management with questions 920-465-2394