The UW-Eau Claire chargeback policy for physical plant operations is based on the guidelines for such charges specified in UW System Financial and Administrative Policy #25 (F25). These guidelines require chargebacks for special services performed to general operation (non-auxiliary) activities, and for all physical plant services provided to self-supporting (auxiliary) activities. This UW-EC supplement to F25 indicates which costs will be charged back to auxiliaries and non-auxiliaries and provides specific examples of routine and special services to non-auxiliary areas.

A. Auxiliary enterprises shall be on a complete chargeback basis at an hourly rate per trade that includes salary and fringe benefits and an appropriate hourly rate for the depreciation of large heavy equipment.

B. Non-auxiliary offices and departments shall not be charged for the routine physical plant maintenance, except for extraordinary requests for otherwise routine services (i.e., painting to change the color of a wall between normal painting periods shall be charged back). Routine Maintenance involves upkeep of building envelopes, mechanical and utility systems, including the following specific services:

1. Provide electricity.
2. Provide steam for heating, cooling, domestic hot water, and lab functions.
3. Provide necessary utilities and maintain distribution systems.
4. Provide adequate cleaning service for all areas (private offices once per week).
5. Remove trash and recycling.
6. Maintain building hardware.
7. Maintain building envelopes, including exterior walls, roofs, windows, doors, floors.
8. Paint interior walls or replace carpet as appropriate for maintenance (not including changes for aesthetic reasons).
9. Maintain classroom and lecture room chalkboards and bulletin boards.
10. Maintain fixed furniture, such as cabinetry, plumbing, and lab benches in classrooms, lecture rooms, and laboratories.
11. Maintain existing lab, exhaust, and fume hoods.

C. Facilities Management shall charge neither auxiliary nor non-auxiliary areas for maintenance of all lawns, trees, shrubs, flowers, park areas, and walks. Auxiliary enterprises shall be charged for maintenance of approaches and drives that individually serve auxiliary buildings and for changes of landscaping requested by the enterprise.

D. Facilities Management shall charge non-auxiliary areas (departments, offices, etc.) for the special services enumerated below. Charges for such services shall be at an hourly rate
per trade that includes salary and fringe benefits and an appropriate hourly rate for the depreciation of large heavy equipment.

1. Repairs to office furniture (movable).
2. Maintenance and repairs to special laboratory fixed equipment such as growth chambers, coolers, sterilizers, autoclaves, etc.
3. Maintenance and repair of movable equipment and appliances such as refrigerators, ice makers.
4. Cabinet, bookcase, shelf, and mail box construction.
5. Installation of additional shelving or modifying existing cabinets, book cases, or mail boxes.
6. Changes in locks when the present installation is sound. Re-keying.
7. Hanging and framing pictures and wall hung decorations.
8. Installation of technological equipment when requested by Learning and Technology Services (LTS).
9. Alterations of rooms and building structure, including utilities.
10. Purchase and installation of office and desk signs.
11. Changing window treatment. (Roll-up shades or venetian blinds are provided and maintained by Facilities Management.)
12. Construction and installation of chalkboards, projection boards, and bulletin boards except as needed in classrooms for instructional purposes.
13. Installation of door closers on offices where none exist. Physical Plant maintains closers after initial installation.
14. Reupholstering office furniture assigned to departments.
15. Installation of electrical service except as needed for instructional purposes.
16. Installation of laboratory apparatus.
17. Custodial service when required outside of normal shift schedules for special events.
18. Labor and packing materials for moving.
19. Remodeling for change of function or program needs.