



# Pima County Community College District Administrative Procedure

<i>AP Title:</i>	<b>Facilities Chargeback Procedures</b>
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<i>Sponsoring Unit/Department:</i>	Facilities
<i>Policy Title(s) &amp; No(s):</i>	Facilities Operations and Maintenance, BP 8.01
<i>Legal Reference:</i>	
<i>Cross Reference:</i>	

## PURPOSE

The purpose of this Administrative Procedure (“AP”) is to provide guidance on the distinction between routine maintenance and billable non-routine services provided by Facilities and College Police.

## SECTION 1: Definitions

### 1.1 Maintenance and Repairs

Corrective, responsive, and preventive activities and associated costs (labor, materials, other) to retain an infrastructure component in a state in which it can perform its required functions.

## 1.2 Billable Services

Work outside of the category of routine maintenance and repairs, including transportation services, mailing services, and services requested beyond the normal function and role of Facilities.

## 1.3 Non-Billable Services

Routine work necessary for the upkeep of the infrastructure of Pima Community College (“College”) buildings, facilities, and vehicles. These include the costs of basic maintenance, operations, and support services, including utilities and security.

## 1.4 Infrastructure

Fundamental systems required to operate College buildings and systems. Components of building and system infrastructure include utilities, electric, plumbing, building maintenance, HVAC, and similar mechanisms.

## **SECTION 2: Background**

- 2.1 Facilities receives an annual operating budget that provides for basic routine service and maintenance, and much of the work performed by Facilities is not billable to College departments
- 2.2 Non-routine services are provided on a reimbursable basis, chargeable to the requesting department. Services provided for auxiliary activities are chargeable against the associated funding source.
- 2.3 Chargebacks include outsourced work, materials, and labor on billable work, since such work requires Facilities staff to be redirected from their regular assignments, or to work overtime, to meet the needs of the requesting department.
- 2.4 Prior to finalizing Facilities Use permits, documentation will be provided to College Police to determine whether security services will be required.

## **SECTION 3: Billable Non-Routine Services Provided on a Chargeback Basis**

Non-routine services may include, and are not limited to the following:

- Overtime effort or extra help for special events;

- Operation of Central Plant beyond normal operating hours;
- Maintenance, repair, replacement, moving, or storage of classroom, office, and laboratory equipment and furnishings or other departmental property;
- Renovation, alteration, and building improvement projects;
- Painting, cleaning, or redecorating beyond prescribed maintenance cycles;
- Lock and key changes;
- Room set-ups for special events;
- Rental of equipment in support of special events;
- Installation of special equipment;
- Transportation, vehicle dispatch, and motor pool services;
- All facilities planning and design, or other professional services performed by outside consultants, architects, or engineers;
- Design-and project-management services for approved capital improvement projects;
- Facilities support to auxiliary and externally funded operations;
- Security services;
- Chemical cleanouts of excess chemicals;
- Laboratory fees for profiles of unknown hazardous waste;
- Postage for departmental mailings.

#### **SECTION4: Chargeback Rates**

Billable amounts include labor, materials, and equipment used, and outsourced (vendor) costs, along with associated fringe benefits and travel.

Overtime services provided beyond Facilities and College Police business hours are subject to chargeback at overtime rate, plus associated fringe benefits.

Mailing costs will be charged back at the actual postage rates in effect at the time services are provided.

Billable costs associated with vehicle use will be charged back at rates established for the various vehicles utilized by the College, and includes the cost of fuel, licensing, and maintenance.