



UC San Diego

Policy & Procedure Manual

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FACILITIES MANAGEMENT

Section: 530-1

Effective: 07/20/2010

Supersedes: 07/10/1972

Review Date: TBD

Issuance Date: 07/20/2010

Issuing Office: [Facilities Management Services](#)

FACILITIES MANAGEMENT OFFICE FUNCTIONS

I. POLICY

A. General

The Facilities Management Department, under the immediate supervision of the Facilities Management Administrator, is responsible to the Vice Chancellor-Resource Management and Planning for managing, operating, and maintaining the physical facilities of the University of California, San Diego. Included are improved and unimproved grounds; buildings and other structures; utilities and distribution systems, central heating and cooling plant; custodial services; refuse disposal; construction, installation, and repair of departmental equipment; services for special events; and other services as required. It is responsible for the accomplishment of modification of the University facilities, minor new construction, alterations, and improvements to buildings which are approved by Facilities Design and Construction and funded under various departmental accounts. All such activities must be done in compliance with all applicable Laws, Codes, Regulations, and Ordinances.

B. Services Provided Without Charge

The following services are provided by the Facilities Management Department on a routine basis without charge, except to Auxiliary Enterprises and/or activities which derive income from their operations.

1. Grounds

Care and maintenance of improved and unimproved grounds, including roads, paths and walks, bridges, outdoor seating areas, traffic and directional signs, street lights, recreational areas, fountains, and decorative pools.

2. Buildings (Exterior and Interior)

Repair and operation of buildings, including mechanical equipment and lighting. Correction of deficiencies in buildings and building equipment.

3. Utilities

Procurement and distribution of utilities (water, gas, air, vacuum, steam, electricity, high temperature hot water, chilled water, sea water, and pure water) for University-owned buildings. However, abnormal usage of a utility may require a charge to the using department.

4. Custodial Services

Regular cleaning of building interiors and furnishings; opening and closing campus buildings and general use spaces; set up of classrooms and auditoriums, limited to normal seating, podium, speakers, table and chairs.

5. Refuse Disposal

Pick up and removal of refuse generated by campus activities.

C. Technical Information

Technical information is available for such projects as design of equipment or fixtures, space conversions; laboratory furniture; extension of utilities; and connection or installation of equipment.

D. Reimbursable Services

The following services are provided by the Facilities Management Department on a reimbursable basis:

1. Departmental Property and Equipment

- a. Maintenance and repair
- b. Installation and/or connection to University utilities
- c. Move in or out
- d. Construction of special equipment
- e. Alteration or modification (see E. below)
- f. Special services
- g. Above normal utilities consumption

2. Auxiliary Enterprises and/or Self-Supporting and Revenue Producing Activities

- a. Landscaping - maintenance of cultivated areas 15 feet wide around the perimeter of the building or facility
- b. Buildings - maintenance and/or operation
- c. Utilities - purchased and produced utilities
- d. Custodial services
- e. Refuse disposal
- f. Other services upon request

3. Other Services

- a. Special Events

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Services are available for labor and materials to set up various areas on campus for special events or activities. These are services exceeding the normal set ups provided without charge, as noted in Section II.B.4.

b. Tools and Equipment

The Facilities Management Department's tools and equipment are purchased from funds provided in support of Facilities Management activities. It is important that they be maintained in a condition whereby they are available and operable on extremely short notice. Power tools and equipment may be rented, with an operator, by means of a Work Order. Hand tools are not generally available for loan or rental. Specific inquiries regarding tools and equipment should be directed to the Facilities Management Administrator.

E. Modification of University Facilities

New construction, additions to and deletions and modifications of existing structures and systems costing \$10,000.00 or less may be performed by Facilities Management personnel or put out to contract at the discretion of the Facilities Management Administrator. If the cost is in excess of \$10,000.00, it shall be placed under contract (see I.D.).

All new construction, alteration of University buildings or installed equipment, modification or extension of utility distribution systems, and installation of equipment attached to a structure or permanently connected to a utility distribution system, must be accomplished by Facilities Management Department personnel, Facilities Design and Construction, or a licensed contractor under direction of the Facilities Management Department or Facilities Design and Construction. No work in this category may be done by departmental staff or students (see PPM 420-85 and 420-86).

F. New Construction, Alteration, and Improvement to Buildings

New construction, alterations, and improvements to University facilities are programmed and funded as follows:

1. Minor Capital Improvements (See PPM 420-65 and 420-86)
2. Departmental Funds

Alterations and improvements required to support specific departmental programs may be funded within departmental budgets. Individual projects of maintenance, repair, or replacement which are to be funded from the construction, alterations and improvements, exceeding a cost of \$35,000 must be programmed through the Minor Capital Improvement Program (\$35,000 - \$750,000).

II. REFERENCES

- A. Minor Capital Improvements, PPM 420-65
- B. Renovations and Alterations, PPM 530-9
- C. Installation of Air Conditioning Equipment in Existing Buildings, PPM 420-86