

UC Santa Barbara
Policies

Issuing Unit: Administrative Services

Policy 5515

Date: March 1, 1984

FACILITIES MANAGEMENT

I. REFERENCES:

None.

II. POLICY:

A. General:

1. Facilities Management (FM) is a service unit, the purpose of which is to support the instruction, research, and public service programs of the campus by providing rapid, efficient and courteous service to the general campus and to individual departments at minimum costs. Its services can be classified into general categories:
 - a. To maintain and operate the physical plant of UCSB, except for Residence Halls, University Center, Faculty Club and other auxiliary enterprises.
 - b. To provide, at cost, maintenance, repair and construction support (rechargeable services) to the departments, administrative units and self-sustaining activities of the campus.
2. Facilities Management represents the campus physical environment and is composed of all land, landscaping, structures, and utilities. Facilities are usually procured through one of the following sources: Major or Minor Capital Improvement program funding, Major Repairs and Alterations account funds, gifts, and/or departmental funds.

B. Responsibility (see Attachment A):

1. Responsibility for Equipment:
 - a. FM equipment generally is a part of the building utilities or has been built into the structure. It includes Group 1 equipment, such as fixed laboratory benches and cabinets, and Group 2 equipment, such as classroom tables and chairs in general assignment classrooms.
 - b. Departmental equipment is generally procured with departmental funds and is inventoried to the department. It may include Group 1, 2, and 3 equipment.
2. Responsibility for Work or Alterations to Buildings or Utilities:

- a. All construction involving alterations to buildings or parts thereof, regardless of source of funds, is to be done by members of Facilities Management or by contractors employed by the University and working under the supervision of Facilities Management. Such work includes:
 - (1) Construction and painting of partitions, doors, windows, floors, cabinets, shelving and other equipment which is attached to a structure.
 - (2) Repairs and alterations of basic utility services, (i.e., electrical wiring, gas, steam, vacuum, air, water, de-ionized water, and sewerage or drain lines).
- b. FM work in this regard will adhere to pertinent codes and will be installed in a quality of materials, workmanship and finish consistent with the existing facility.

III. ATTACHMENT:

- A. Organization Chart for Facilities Management

For questions or comments regarding the format of the above information, please contact webcontact@ucsbuxa.ucsb.edu.

Last Modified By: HMW, 5/21/97

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