

UC Santa Barbara
Policies
Issuing Unit: Chancellor's Office

Policy 5518
Date: March 1, 1984

FACILITIES EQUIPMENT-FUNDED
SERVICES

I. PURPOSE AND SCOPE:

This procedure describes the services which, within budgeted funds, are available to departments by Facilities Management (FM) at no cost. It does not apply to the buildings of Residence Halls, University Center, Faculty Club and other auxiliary enterprises.

II. REFERENCES:

None.

III. PROCEDURE

Facilities Management provides the following services at its expense; most of these services are provided routinely by FM. For emergencies or for minor malfunctions, telephone the Trouble Desk. FM will schedule work in accordance with the established work priority system (Attachment A).

- A. Landscaping: Cultivation of lawn area, flowers, shrubs and trees, paths, walkways, sidewalks, bridges, outdoor seating areas, roads and directional signs.
- B. Utilities, exterior and interior: All utility lines (electrical wiring, gas, steam, vacuum, air, water, de-ionized water, and sewerage or drain lines), as well as chemical waste lines, are repaired and maintained.
- C. Building Maintenance, exterior and interior: Structural, roofing, windows, doors, glazing, hardware, floor covering, painting, lighting, acoustical ceilings, ventilation, air conditioning, cooling systems, and refrigeration units (where applicable; not departmental), and all other non-departmental mechanical equipment.
- D. Custodial
 - 1. Custodial services include cleaning of interiors of buildings by sweeping, mopping, waxing, or dusting floors, as well as furniture, window sills, etc. The custodian is responsible for turning in lost and found articles to the Campus Police. The custodians also open and secure campus buildings (see UCSB Policy 5536).
 - 2. Paper goods will be routinely provided to campus toilet rooms.

3. Normal refuse generated by a department will be removed by waste basket and deposited in a central bin by custodians. (Refuse too large or heavy for waste baskets or in large quantities will be removed on a recharge basis.)
4. Restrictions: Custodians will not disturb or rearrange books, papers, or equipment in order to dust.

IV. ATTACHMENT:

- A. Facilities Management Work Priority System.

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

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