

UC Santa Barbara
Policies

Policy 5521

Issuing Unit: Physical Plant Department

Date: July 1, 1973

UNDER REVISION
CONTACT FACILITIES MANAGEMENT

DEPARTMENT-FUNDED SERVICES
AND ALTERATIONS OR ADDITIONS
TO EXISTING FACILITIES

I. PURPOSE AND SCOPE:

This procedure describes the services which are chargeable to departments and indicates how the departments may avail themselves of the services.

II. REFERENCES:

A. UCSB Policies Manual, Policy 5518, Physical Plant Department
Funded Services.

III. PROCEDURE:

A. Responsibility:

1. Services, alterations, or additions to assigned facilities which have not been scheduled for funding through one of the alternate channels (see UCSB Policy 5518) shall be financed by the initiating department and such funds shall be anticipated in the department's annual detailed budget submittal.
2. Repairs on, or the maintenance or moving of departmental equipment, and setups for special events are chargeable to the initiating department. Departmental equipment is defined as that equipment which is inventoried to the department.
3. Any project which changes the basic function of a building, which alters the floor plan, or which affects the aesthetics of the structure or the campus in general, shall receive prior Physical Planning Committee approval. Requests (Work Orders) should be submitted to the Physical Plant Committee via the Chairman of the Space Subcommittee.
4. Where indicated, the Physical Plant Department (PPD) will request the services of the Office of Architects & Engineers for architectural plans and specifications, mechanical, electrical, and structural engineering services and aesthetic considerations.

B. Work Approval:

Requisitions for Services on Work Order forms shall bear the signatures of approval by the chairman or other authorized person(s) of the department before the order will be processed.

C. Projects \$100 or Less:

1. U.C. Physical Plant Work Order Form 9735: Work orders which cost \$100 or less per project should be issued under a Departmental Blanket Account with Physical Plant. Once the blanket account has been established, work orders, under \$100 per order, are chargeable to this account and should be submitted to the Physical Plant Department on work order form 9735. A Work Order Number is assigned by Physical Plant Department.
2. Estimates: Estimates or itemization of costs would not normally be submitted by the Physical Plant Department for projects under the blanket order procedure. Where detailed estimates only are required, the U.C. Physical Plant Work Order may be used for the request.
3. Scheduling: Work can start immediately on blanket orders received by the Physical Plant Department in that no lien is required, and the department is held responsible for available funds.

D. Projects over \$100:

1. U.C. Physical Plant Requisition Form 9734: Work requests for projects over \$100 should be submitted on U.C. Physical Plant Requisition. All data on the form should be completed.
2. Liens of Funds: Projects of this classification shall have the funds liened by the Accounting Department before work can start.
3. Estimates: Estimates of costs for budgetary purposes and future planning will be furnished at cost upon request, but it must be understood that estimates are not firm bids. All monies unexpended, regardless of amount, are returned or credited to departmental budgets. Conversely, overdrafts to the original lien must be approved for payment by the department, in writing, by sending an "Authorization of Increase" to the Accounting Department with reference to the specific requisition order, and a carbon copy sent to the Physical Plant Department.
4. Scheduling: Scheduling of manpower and the procurement of materials involves varying periods of lead time which PPD will include in an estimated completion date, upon submittal of its cost estimate to the department.
5. Physical Plant Requisition Work Order Number: A work request number is assigned by PPD. All copies of the Physical Plant Requisition should be forwarded to the Physical Plant Department for processing; the departmental copy (goldenrod in color) will be returned expeditiously to the initiating department for its files, after Physical Plant has assigned an order number.

E. PPD modifications to space will be completed in the same finish, quality, and workmanship of the surrounding structure.

- F. PPD will forward copies of As-Built Drawings to A&E for any modification which changes the floor plan of a room or building.

IV. ATTACHMENTS:

- A. Physical Plant Requisition

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

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