

Who Pays for What Manual

(Maintenance, Repairs, and Other Related Expenses)

Facilities Planning and Management
Iowa State University

September 14, 1998

Updated November, 2007

Updated June, 2009

Table of Contents

Introduction.....	1
Using the Manual.....	2
Financial Responsibilities/Who Pays for What	3
Building Repairs, Service, Improvements and Equipment Installations	3
Definitions	3
Funding Policies	4
Buildings and General Furnishings.....	6
Buildings and General Furnishings Exceptions or Special Notations	9
Building Systems	10
Building Systems Exceptions or Special Notations.....	12
Environmental Issues and Safety Regulations.....	13
Environmental Issues/Safety Regulations Exceptions or Special Notations	15
Equipment.....	16
Equipment Exceptions or Special Notations	17
Grounds.....	18
Grounds Exceptions or Special Notations	24
Utilities.....	25
Utilities Exceptions or Special Notations	28
Services.....	30
Services Exceptions or Special Notations	31
Design Services.....	32
Design Services Exceptions or Special Notations	33
Special Events.....	34
Building/Asset Exceptions.....	35
“Building Name”	35
Service Level Agreements	36
Auxiliary Enterprises	37
Income Producing Areas.....	38
Index	39

Introduction

Facilities Planning and Management (FP&M) operates and maintains university facilities and the university power plant. FP&M provides services through its various shops (e.g., building access, building maintenance, utility distribution, campus services, custodial services, landscape services, space management and planning, and design services). FP&M provides services for central campus facilities and several outlying areas but this does not include the Ames Laboratory, Iowa State University farms, Memorial Union, Athletic Facilities, Recreation Services, Student Health Center, Fire Service Training, Alumni Association, Printing and Publications, Research Park, Soil Tilth, USDA Greenhouse, National Swine Teaching and Information Center (%), and student residences. FP&M is also responsible for University Postal and Parcel Service, Veenker Memorial Golf Course, and Flight Service.

FP&M is a service organization. Our customers are the university community and the general public. We have the principal responsibility of maintaining general university facilities in an operating and useful condition within a prescribed budget. The term “facilities” refers to all buildings, grounds, walks, streets, parking lots, utility systems, and other university properties.

Using the Manual

This manual provides documentation and serves as a reference for determining the financial responsibility for maintenance, repairs, and other related expenses. The creation of this manual came from a variety of sources including past documentation, research of current practices, and communication with those closely involved in the determination of funding. The goals of this manual include:

- Identify all major types of services, expenses, and other financial responsibilities
- Identify standard services
- Identify financial responsibility for maintenance, repairs, and other expenses
- Provide a complete asset identifier
- Identify known exceptions

In compiling this manual we attempted to develop one document that clearly identifies financial responsibility, more specifically who pays for what, and answer questions that may arise concerning expense costs. Use of this manual will provide FP&M with a reliable and consistent resource. (At this time the manual is for internal departmental use only.) Additional reference sources include the University Policy Manual (UPM) and the FP&M Service Guide (see FP&M Web Site).

To use this manual, refer to the section covering the specific area of concern or check the index. For additional information, specific details, and exceptions, we will be developing a separate listing for each building and asset.

Financial Responsibilities/Who Pays for What

This manual includes a list of FP&M *maintenance and repair* services and related financial responsibilities. FP&M is also responsible for repairs to items considered a general university resource (e.g., general University classrooms, fume hoods, autoclaves). *Replacement* responsibilities vary between college/departmental and FP&M expense on a case by case basis. FP&M may backlog maintenance or related requests due to budget constraints.

Building Repairs, Service, Improvements and Equipment Installations

Requests for minor work and emergency repairs may be phoned in to the Service Center (4-5100) which is answered around the clock, seven days a week. During evening, weekend, and holiday hours, the Service Center uses an automated attendant voice message. Callers have the option to report facilities problems needing immediate attention to the ISU Department of Public Safety or to leave a message for those items not requiring attention until regular business hours. An alternate option for non-emergencies is to utilize the FP&M Request for Services process on the FP&M home page to enter a service request, <http://www.fpm.iastate.edu>.

Requests for major repairs or improvements of buildings, grounds or utilities, and requests for installation of equipment, should be submitted to Facilities Planning and Management utilizing the FP&M Request for Services process on the FP&M home page, <http://www.fpm.iastate.edu/>

Definitions

- **Emergency Repair:** A repair that regardless of size or expense needs to be completed immediately to protect life or property.
- **Central Funds:** Funds administered by the Vice Presidents, Provost, and President.
- **Department Funds:** Funds administered by the colleges, academic departments, and business units of the university.
- **Improvement:** Any addition or change to a facility that results in additional physical facilities or changes the function of an existing facility.
- **Maintenance and Improvement Committee (MIC):** A committee representing teaching, research, and business that authorizes expenditures of central funds for major repairs or improvements over \$5,000.
- **Major Repair:** Any repair to an existing facilities component that costs more than \$1,000. If the repair is greater than \$5,000, it requires Maintenance and Improvement Committee approval.
- **Minor Repair:** Any repair to an existing facilities component that generally takes less than two hours or costs less than \$1,000.
- **Service:** Providing staff to accomplish a task that generally does not involve significant purchase of materials.
- **Service Center (service desk):** The Service Center provides a central location for customer requests and may be contacted by phoning 4-5100. The Service Center phone line is answered 24 hours per day, seven days per week.

Funding Policies

This section includes a list of FP&M maintenance and repair services and related financial responsibilities. Throughout this section, the term “owned” refers to who controls the item of reference. When a college/department has exclusive use or control over space or equipment, or college/department funds were used to purchase equipment, it is the college/department’s responsibility to pay for any associated repairs.

This section applies only to the general university. Funding for maintenance and repairs may differ for areas classified as non-university supported, auxiliary enterprises, or income producing departments.

College/departments or individuals that wish to appeal funding sources should go through their dean and request an appeal through the Office of the Vice President of Business and Finance. Occasional one-time exceptions to the financial responsibility policies should not be a basis for redefining policy.

This manual serves as a guide. In most cases, this manual applies only to the general university. Exceptions do exist. Refer to the separate listing for specific details and exceptions for each building, cost center, or otherwise identified asset. This manual is not all-inclusive of the various services provided by FP&M.

Fund Type Master List

CODE	DESCRIPTION
BD	Building Repair Design
Bldg Refurb	Building Repair Refurbishment
BH	Building Repair Handicap
Bldg Classrm	Building Repair Classroom
Bldg Rpr	Building Repair General (over \$1,000)
Bldg Safety	Building Repair Life Safety
BT	Building Repair Telecom
BW	Exterior Campus Repair
CA	Capital Plant Funds
Design Serv	Design Services
Dept Funds	Departmental Funding
EC	Equipment Service
Equip Rpr	Equipment Repair
Fac Serv	Facilities Service (under \$1,000)
FP&M Shops	FP&M Shops
RE	Rental Equipment
Util Serv	Utility Service (routine maintenance)
UR	Utility Repair (non-routine maint.)
VM	Veenker Memorial Golf Course

Fund Types Used Only in the RSL/JOS

CODE	DESCRIPTION
CB	RSL Academic/Other Bonds
CD	RSL Departmental Funding
CE	RSL Equipment Repair
CF	RSL Dept Fund Non 701
CG	RSL Contracts & Grants
CH	RSL Residence Halls
CK	RSL Mixed w/Building Repair
CO	RSL Overhead Reimbursement
CP	RSL Parking Office
CQ	RSL General Univ. Presidents (113)
CR	RSL Building Repair 112
CS	RSL Capital Appropriation
CT	RSL Treasurers' Temporary
CU	RSL Utility
CV	RSL VMGC Foundation
CX	RSL Mixed Funding
Inst Roads	RSL Institutional Roads

Buildings and General Furnishings

FP&M will provide routine maintenance and repairs to general university buildings (interior and exterior) and to general building furnishings in public areas, rest rooms, classrooms, and general university teaching labs. (Departments are responsible for maintenance and repairs in college/departmental teaching spaces, research labs, storage spaces, etc.)

FP&M Responsibility	Fund	Department Responsibility	Fund
ASHTRAYS , exterior	Fac Serv		
CABINETRY <ul style="list-style-type: none"> • Base cabinetry associated with lab and office coffee sinks • Built-in cabinets in classroom and public areas, including locks 	Equip Rpr Fac Serv	<ul style="list-style-type: none"> • College/departmental office base and wall hung cabinetry, including locks (excluding those associated with coffee sinks) 	Dept Funds
CEILINGS and related tile	Fac Serv		
DOORS , locks, closures, and related hardware including handicap accessibility <ul style="list-style-type: none"> • General door hardware associated with specialty locking systems (re: Card Access) 	Fac Serv/ Bldg Rpr Fac Serv	<ul style="list-style-type: none"> • Lock changes to meet college/departmental needs • Cylinders, rekeying, battery cases, batteries, and equipment for specialty locking systems (re: Locknetics) 	Dept Funds Dept Funds
FLOORS , carpet, tile, and walk-off mats in public areas	Fac Serv	<ul style="list-style-type: none"> • Floor replacement beyond available maintenance funding 	Dept Funds
FURNITURE , chairs, tables, desks, etc. <ul style="list-style-type: none"> • University purchased/owned furniture (permanently attached desks/chairs) in public areas and classrooms, including clocks and waste receptacles 	Fac Serv	<ul style="list-style-type: none"> • College/departmental furnishings and equipment in offices and college/departmental teaching spaces, including clocks, waste receptacles, shelving, bulletin boards, pictures, etc. 	Dept Funds

Buildings and General Furnishings, continued

FP&M Responsibility	Fund	Department Responsibility	Fund
FURNITURE continued <ul style="list-style-type: none"> • White paper recycling bins (large and small) • Minor repair of departmental mail sorting bins • Minor repair of seating at Hilton Coliseum, CY Stephens, and Fisher Theatre 	<p>Fac Serv</p> <p>Fac Serv</p> <p>Fac Serv</p>	<ul style="list-style-type: none"> • College/departmental free-standing cabinets and display cases, including associated locks and lighting • Publication distribution boxes and improvement/alterations of departmental mail sorting bins including lock changes • Major repair or replacement of seating at Hilton Coliseum, CY Stephens, and Fisher Theatre 	<p>Dept Funds</p> <p>Dept Funds</p> <p>Dept Funds</p>
LOADING DOCK , bumpers <ul style="list-style-type: none"> • Mechanical dock levelers • Gilman west dock lift, and Food Science dock lift 	<p>Fac Serv</p> <p>Fac Serv</p> <p>Fac Serv</p>	<ul style="list-style-type: none"> • Other lifts for college/departmental use • Gilman east dock lift (Ames Labs) and Scheman dock lift 	<p>Dept Funds</p> <p>Dept Funds</p>
PAINTING and lead abatement	<p>Fac Serv/ Bldg Rpr/ Bldg Refurb</p>	<ul style="list-style-type: none"> • Painting beyond available maintenance funding 	<p>Dept Funds</p>
ROOFS (not covered by warranty)	<p>Fac Serv/ Bldg Rpr</p>		

Buildings and General Furnishings, continued

FP&M Responsibility	Fund	Department Responsibility	Fund
<p>SIGNAGE</p> <ul style="list-style-type: none"> Interior signage in public areas for identification purposes; exterior building identification signage <ul style="list-style-type: none"> General Classroom chalk/marker boards (including chalk/markers and erasers) and posting boards by classrooms 	<p>Fac Serv</p> <p>Fac Serv</p>	<ul style="list-style-type: none"> Existing college/departmental signage and signage holders including department directories in lobbies, desk nameplates, nameplate insertions, and special building signs College/departmental changes to sign wording (interior and exterior) Department and Non-classroom chalk/marker boards (including markers), tack/cork boards 	<p>Dept Funds</p> <p>Dept Funds</p> <p>Dept Funds</p>
<p>STAIRS and handicap ramps/lifts</p>	<p>Fac Serv/ Bldg Rpr</p>		
<p>VANDALISM repairs or graffiti removal from general University buildings, and Non-Auxiliary structures</p>	<p>Fac Serv</p>	<ul style="list-style-type: none"> Repairs or graffiti removal from Auxiliary buildings and structures (e.g., farms, parking structures, non-general University buildings) 	<p>Dept Funds</p>
<p>WALL surfaces (interior and exterior)</p>	<p>Fac Serv/ Bldg Rpr</p>		

Buildings and General Furnishings, continued

FP&M Responsibility	Fund	Department Responsibility	Fund
WINDOWS , screens, and related hardware <ul style="list-style-type: none"> Window coverings including blinds and room darkening shades in public areas and classrooms 	Fac Serv/ Bldg Rpr Fac Serv	<ul style="list-style-type: none"> Window coverings including blinds, room darkening shades, movable curtains, and draperies in departmental spaces 	Dept Funds

Buildings and General Furnishings Exceptions or Special Notations

- **Artwork maintenance** will be on a case by case basis (generally, the responsibility of University Museums, or the Department).
- **Blinds** - New and replacement blinds will be on a case by case basis.
- **Damage repairs**
 - FP&M will use accounts receivable to bill repair of damages caused by suspects apprehended by Public Safety
 - Caused by college/departmental negligence will be on a case by case basis
- **Indoor plants** - Maintenance and replacement is college/departmental (including plants in public areas).
- **Publication distribution boxes** - Facilities Services may pay for moving of boxes due to renovations.
- **Renovation or modification** of college/departmental facilities is college/departmental.

Building Systems

FP&M will provide routine maintenance and repairs of central building mechanical systems in general university buildings. This includes electrical, heating, cooling, ventilating, plumbing, and elevators.

FP&M Responsibility	Fund	Department Responsibility	Fund
<p>ELECTRICAL including power to rooms and general lighting (energy saving 3500 degree Kelvin lamps are the standard)</p> <ul style="list-style-type: none"> • Electric door openers for handicap accessibility • General outdoor lighting, security, and spotlighting • Electrical panel upgrades 	Fac Serv	<ul style="list-style-type: none"> • Special light bulb and lighting needs beyond the general standards, including warm or cool white lamps 	Dept Funds
	Fac Serv	<ul style="list-style-type: none"> • College/departmental display case and task lighting, greenhouse bay/plant lights, and dark room lighting 	Dept Funds
	Fac Serv	<ul style="list-style-type: none"> • Illuminated warning lights (excluding fire and exit signs) 	Dept Funds
	Bldg Rpr	<ul style="list-style-type: none"> • College/departmental security, intercom, and paging systems 	Dept Funds
	Bldg Rpr	<ul style="list-style-type: none"> • Electrical power for vending equipment • Exterior outlets for vehicle plug-in 	Dept Funds
<p>ELEVATOR and escalator systems (includes phones in elevator cars)</p>	Fac Serv		
<p>HEATING, COOLING, and VENTILATING SYSTEMS</p> <ul style="list-style-type: none"> • Window A/C units including replacement 	Fac Serv	<ul style="list-style-type: none"> • HVAC in Telecom node rooms 	Telecom
	Fac Serv	<ul style="list-style-type: none"> • Winterization or covering of Window A/C units 	Dept Funds

Building Systems, continued

FP&M Responsibility	Fund	Department Responsibility	Fund
<p>HVAC SYSTEMS continued</p> <ul style="list-style-type: none"> In-building air compressors and compressed air systems for building system usage 	Fac Serv	<ul style="list-style-type: none"> College/departmental/local compressors and systems, including air dryers, for college/departmental usage/processing HVAC Systems for Clean rooms (e.g., ASC-1, AHU-10 serving clean room, and Gilman Ahu-14 serving clean room 2057) College/departmental chillers/boilers (e.g., Food Science room 1091) 	<p>Dept Funds</p> <p>Dept Funds</p> <p>Dept Funds</p>
<p>METASYS</p> <ul style="list-style-type: none"> Maintenance of Metasys network 	Fac Serv	<ul style="list-style-type: none"> College/departmental security, utility, and other systems connected to the Metasys system 	Dept Funds
<p>PLUMBING including rest rooms, water fountains, floor drains, sanitary sewers, water to rooms, and other general plumbing</p> <ul style="list-style-type: none"> Coffee sinks in labs and offices 	<p>Fac Serv</p> <p>Equip Rpr</p>	<ul style="list-style-type: none"> Water lines to departmental equipment Water lines to college/departmental coffee pots 	<p>Dept Funds</p> <p>Dept Funds</p>

Building Systems, continued

FP&M Responsibility	Fund	Department Responsibility	Fund
<ul style="list-style-type: none"> Cooling water to university owned equipment 	Fac Serv	<ul style="list-style-type: none"> Cooling water to college/department owned equipment 	Dept Funds
<ul style="list-style-type: none"> De-ionized water systems, building-wide 	Equip Rpr	<ul style="list-style-type: none"> College/departmental owned de-ionized water systems 	Dept Funds
<ul style="list-style-type: none"> Eye washes and safety showers 	Fac Serv		
<ul style="list-style-type: none"> Water lines in labs from shut-off to point of use (what is visible outside the walls) including de-ionized water lines 	Fac Serv		
<ul style="list-style-type: none"> 			
Vacuum Systems <ul style="list-style-type: none"> (building-wide systems) 	Fac Serv	<ul style="list-style-type: none"> Vacuum planters, including those attached to building-wide system 	Dept Funds

Building Systems Exceptions or Special Notations

- Electrical connections**
 - Due to circuit overloads (include evaluation or monitoring), new installation is college/departmental
 - For new and specialized equipment including circuit extensions, breakers, and related cables installation is college/departmental
- Environmental and other special room** installation is college/departmental
- Special power needs** including isolated services, special circuits, power line conditioners, and uninterrupted power supplies, installation and maintenance is college/departmental
- Window A/C**
 - Replacements over \$1,000 is Building Repair
 - Replacements under \$1,000 is Facilities Services
 - New unit installation is college/departmental

Environmental Issues and Safety Regulations

FP&M will provide routine maintenance and repairs relating to environmental issues and health/safety regulation compliance in general university buildings. This includes fire protection, inspections, pest control, refuse disposal, localized testing of in-building water quality, and underground tank registration.

FP&M Responsibility	Fund	Department Responsibility	Fund
FIRE PROTECTION systems and fire safety equipment including lights, exit lighting (Extinguishers: see Exceptions or Special Notation at end for this section)	Fac Serv/ Bldg Safety		
INSPECTION of boilers, elevators, emergency generators, and swimming pools (including water testing) to ensure compliance with various safety and health regulations	Fac Serv/ Bldg Safety	<ul style="list-style-type: none"> • Miscellaneous inspection of non-university supported services and departments to ensure compliance with various safety and health regulations 	Dept Funds
<ul style="list-style-type: none"> • Inspection of autoclaves and overhead cranes to ensure compliance with various safety and health regulations • Preliminary structural inspections 	Equip Rpr Design Serv	<ul style="list-style-type: none"> • Expert consulting and testing services for departments and non-university supported services 	Dept Funds
PEST CONTROL	Fac Serv		

Environmental Issues and Safety Regulations, continued

FP&M Responsibility	Fund	Department Responsibility	Fund
REFUSE DISPOSAL			
<ul style="list-style-type: none"> • Basic refuse disposal and container maintenance 	Util Serv	<ul style="list-style-type: none"> • Non-routine refuse disposal 	Dept Funds
<ul style="list-style-type: none"> • Asbestos and/or lead removal, maintenance related 	Fac Serv/ Bldg Safety	<ul style="list-style-type: none"> • Asbestos and/or lead removal, related to college/departmentally requested improvements 	Dept Funds
<ul style="list-style-type: none"> • Freon removal from old refrigeration equipment (associated with building equipment) prior to disposal 	Fac Serv	<ul style="list-style-type: none"> • Freon removal from old refrigeration equipment (not associated with building equipment) prior to disposal 	Dept Funds
<ul style="list-style-type: none"> • Appliance disposal (from dock areas) 	Fac Serv	<ul style="list-style-type: none"> • Appliance disposal (from within a bldg.) 	Dept Funds
<ul style="list-style-type: none"> • PCB disposal associated with building equipment (ballast, elevator oil, etc.) 	Bldg Rpr/ Util Serv	<ul style="list-style-type: none"> • PCB disposal associated with college/departmental equipment 	Dept Funds
		<ul style="list-style-type: none"> • Mud buckets, plant grinding, grease traps/pits, and other collection devices waste disposal 	Dept Funds
<ul style="list-style-type: none"> • Plant, soil, or organic waste bin disposal from teaching facilities/ departments 	Fac Serv	<ul style="list-style-type: none"> • Plant, soil, or organic waste bin disposal from research facilities/ departments 	Dept Funds

Environmental Issues and Safety Regulations, continued

FP&M Responsibility	Fund	Department Responsibility	Fund
SPECIAL ROOMS		<ul style="list-style-type: none"> Electronic clean rooms and biological labs (e.g., ASC-1, AHU-10, Gilman AHU-14 or Room 2057, and Vet Med BL3 Area) 	Dept Funds
TESTING <ul style="list-style-type: none"> Localized testing of in-building water quality 	Fac Serv/ Bldg Safety/ Util Serv		
UNDERGROUND TANK <ul style="list-style-type: none"> Registration of underground tanks 	Fac Serv/ Bldg Safety/ Util Serv	<ul style="list-style-type: none"> Clean-up and annual monitoring and testing of underground tanks (See Special Notations at end of this section.) 	Dept Funds

Environmental Issues/Safety Regulations Exceptions or Special Notations

- **Disposal** of lab chemicals, sharps, and hazardous and animal waste handled by EH&S
- **Fire extinguishers:** EH&S pays for maintenance and re-charging of extinguishers in public areas (corridors, lobbies, etc.); departments are billed for maintenance and re-charging of extinguishers in departmentally controlled space (offices, labs, classrooms, shops, etc.); fire extinguishers in new buildings/construction are provided by the project budget
- **Trash compactors** at Residence - maintenance/repairs paid by Residence
- **Underground tanks**
 - College/Departments provide maintenance, repairs, other expenses for tanks at Towers residence halls (1 tank), Transportations Services (2 tanks), Hanger #2 (1 tanks).

Equipment, continued

FP&M Responsibility	Fund	Department Responsibility	Fund
CHAMBERS/ENVIRONMENTAL ROOMS <ul style="list-style-type: none"> Permanently wired cold/warm rooms, environmental chambers, growth chambers, incubators, walk-in coolers and freezers, and other special rooms substantially connected to the building 	Equip Rpr	<ul style="list-style-type: none"> Equipment connected via hoses and plug in connection or portable equipment not substantially connected to the building such as centrifuges, environmental chambers, freezers, hoods, ice machines, incubators, laboratory apparatus, and refrigerators (even though they may fit in a specific Equipment Repair fund category) 	Dept Funds
FIRED DEVICES <ul style="list-style-type: none"> Autoclaves, sterilizers, cage washers, steam kettles, firing ovens, kilns, blast furnaces, and other fired devices 	Equip Rpr	<ul style="list-style-type: none"> Ovens 	Dept Funds
HOISTS <ul style="list-style-type: none"> Motorized chain hoists used for teaching or research that require inspection 	Equip Rpr	<ul style="list-style-type: none"> Non-inspected hoists, cranes 	Dept Funds
HOODS <ul style="list-style-type: none"> Permanent fume and heat capture hoods, movable exhaust collectors, and their associated fans 	Equip Rpr	<ul style="list-style-type: none"> Flammable-liquid cabinets Biological-safety cabinets HEPA filter disposal/installation 	Dept Funds Dept Funds Dept Funds
SHOP EQUIPMENT		<ul style="list-style-type: none"> Shop equipment 	Dept Funds
SATELLITES/RADIO TOWERS/DISHES		<ul style="list-style-type: none"> Satellite and radio towers, dishes 	Dept Funds

Equipment Exceptions or Special Notations

- Media equipment** maintenance and service is the responsibility of Media Resources or the owning college/department. FP&M may provide some minor repairs or miscellaneous services.

Grounds

FP&M will provide routine maintenance and repairs of the general grass and lawn areas; streets and roads including signage; sidewalks, concrete slabs and brick paving; and snow removal including handicap accessibility needs. FP&M also provides maintenance and repairs to street, traffic, and walk lights and standard non-illuminated building identification signage. FP&M will also provide routine maintenance and repairs of general university outdoor structures. This includes exterior trash receptacles; safety and traffic pattern fencing; exterior drinking fountains and decorative/water feature fountains; fixed exterior furnishings including open bus stop benches; and plaques and other memorials. In general, FP&M also provides routine grounds/turf maintenance for these specific areas: ISU Cemetery; golf practice field by WOI; Arboretum; and tennis courts.

FP&M Responsibility	Fund	Department Responsibility	Fund
BIKES		<ul style="list-style-type: none"> Bike racks, corrals, and paths (including snow removal) 	Parking
BAND PRACTICE FIELD as specified in Service Level Agreement <ul style="list-style-type: none"> General turf and sprinkler maintenance 	Fac Serv	<ul style="list-style-type: none"> Special/extra maintenance or replacement (on a case by case basis) Music director's tower and flood lights 	Dept Funds Music
FENCING <ul style="list-style-type: none"> Fencing for traffic pattern and personal safety including handrails, guardrails, and post and cable/chain (also see Gates) 	Fac Serv	<ul style="list-style-type: none"> Animal, utility, and college/departmental property containment, equipment protection, and special needs fencing ISU Cemetery fencing 	Dept Funds FP&M
FOUNTAINS <ul style="list-style-type: none"> Exterior drinking fountains Routine maintenance of decorative/ water feature fountains 	Fac Serv Fac Serv/ Bldg Rpr	<ul style="list-style-type: none"> Athletic facility exterior drinking fountains Non-routine maintenance of decorative/ water feature fountains 	Athletic Dept Funds

Grounds, continued

FP&M Responsibility	Fund	Department Responsibility	Fund
FURNISHINGS, exterior <ul style="list-style-type: none"> • Fixed exterior furniture • General university exterior trash/ash receptacles • Bus stop benches (open), concrete slabs, and brick paving 	Fac Serv	<ul style="list-style-type: none"> • Movable outdoor/courtyard furnishings including picnic tables 	Dept Funds
	Fac Serv	<ul style="list-style-type: none"> • Residence/Married Student Housing exterior trash/ash receptacles, grills, furnishings, and bike boxes/racks 	Residence
	Fac Serv	<ul style="list-style-type: none"> • Playground equipment (except Palmer Play Yard, see page 22) 	Dept Funds
		<ul style="list-style-type: none"> • Cy-Ride bus stop shelters 	Acct Rec
		<ul style="list-style-type: none"> • Newspaper vendor distribution boxes (billed yearly for space rental) 	Acct Rec
		<ul style="list-style-type: none"> • Exterior publication distribution boxes and exterior mail boxes (campus and US) 	Dept Funds/ Acct Rec
GATES (also see Fences)		<ul style="list-style-type: none"> • Campus traffic control gates • College/departmental gates 	Parking Dept Funds
GROUND MAINTENANCE <ul style="list-style-type: none"> • General maintenance of grass and lawn areas • ASC Complex – mowing along the side of Ontario Avenue, Scholl Road and Minnesota Avenue 	Fac Serv/ Bldg Rpr Fac Serv	<ul style="list-style-type: none"> • Varsity athletic fields including mowing, aeration, fertilization, pest control, reseeding due to use, and irrigation systems (including Jack Trice Field) 	Athletic

Grounds, continued

FP&M Responsibility	Fund	Department Responsibility	Fund
<p>GROUND MAINTENANCE continued</p> <ul style="list-style-type: none"> • ISU Cemetery • Golf practice field by WOI 	<p>Fac Serv</p> <p>Fac Serv</p>	<ul style="list-style-type: none"> • Residence Halls (effective 06/08) • All-American Grove including plaques 	<p>Dept Funds</p> <p>Athletic</p>
<p>INTRAMURAL FIELDS</p>		<ul style="list-style-type: none"> • Standard and Non- standard grounds maintenance including gravel play areas, asphalt repair, snow removal, fencing, equipment boxes, storage sheds, backstops, miscellaneous fixtures • Sand volleyball courts • Residence/Married Student Housing athletic/ recreational facilities including soccer field, tennis courts, basketball courts/hoops, etc. • College/departmental volleyball, basketball, and other recreational areas 	<p>Athletic/ Rec Serv</p> <p>Rec Serv</p> <p>Residence</p> <p>Dept Funds</p>

Grounds, continued

FP&M Responsibility	Fund	Department Responsibility	Fund
IOWA STATE CENTER <ul style="list-style-type: none"> • General turf maintenance and tree trimming, excluding Hilton Coliseum • Sidewalk repairs under \$1,000 • Sidewalk repairs over \$1,000 	Fac Serv	<ul style="list-style-type: none"> • Surface maintenance of Center Drive, and three north/south roads 	Inst Roads
	Fac Serv	<ul style="list-style-type: none"> • Surface maintenance of parking lots south of Center Drive 	Dept Funds
	Bldg Rpr	<ul style="list-style-type: none"> • Sidewalk repairs on raised walk-ways 	Dept Funds
		<ul style="list-style-type: none"> • Lighting on roadways, parking, and sidewalks north of Center Drive 	Dept Funds
		<ul style="list-style-type: none"> • 50-foot lights in south parking lot 	Parking
EXTERIOR LIGHTNG OTHER AREAS		<ul style="list-style-type: none"> • VMRI all exterior lighting (not attached to bldgs.) 	Dept Funds
		<ul style="list-style-type: none"> • Hawthorn/Pammel lighting identified with 'X' or 'P' in pole number 	Residence (USAC)
		<ul style="list-style-type: none"> • University/Schilletter Village and sidewalk lighting 	Residence (USAC)
		<ul style="list-style-type: none"> • South Towers and sidewalk lighting 	Residence
		<ul style="list-style-type: none"> • Hayward Avenue parking lot lighting 	Residence
		<ul style="list-style-type: none"> • Knoll parking lights 	Dept Funds
		<ul style="list-style-type: none"> • Reiman Gardens 	Dept Funds

Grounds, continued

FP&M Responsibility	Fund	Department Responsibility	Fund
PALMER PLAY YARD <ul style="list-style-type: none"> • Mowing & trees • Planting areas including mulch • Sidewalks & fences • Playground equipment, routine repairs (less than \$250) • Decking, routine repairs (less than \$250) • Snow removal (see priorities for campus snow removal, FP&M website) 	<p>Fac Serv</p> <p>Fac Serv</p> <p>Fac Serv/ Bldg Rpr</p> <p>Fac Serv/ Bldg Rpr</p> <p>Fac Serv/ Bldg Rpr</p> <p>Fac Serv</p>	<ul style="list-style-type: none"> • Playground equipment, major repairs or modifications (greater than \$250), or replacement • Decking, major repairs or modification (greater than \$250), or replacement 	<p>Dept Funds</p> <p>Dept Funds</p>
PARKING LOTS		<ul style="list-style-type: none"> • Maintenance including lot surfaces, lighting, and signage 	Parking
REIMAN GARDENS		<ul style="list-style-type: none"> • All Maintenance 	Dept Funds
SIDEWALKS <ul style="list-style-type: none"> • Maintenance of general campus sidewalks 	Fac Serv	<ul style="list-style-type: none"> • Student housing walkways 	Residence

Grounds, continued

FP&M Responsibility	Fund	Department Responsibility	Fund
<p>SIGNAGE</p> <ul style="list-style-type: none"> • Building identification (standard is non-illuminated) • Maintenance of plaques and other memorials (except All-American Grove) • South Campus Gateway 	<p>Fac Serv/ Bldg Rpr</p> <p>Fac Serv</p> <p>Fac Serv</p>	<ul style="list-style-type: none"> • Illuminated building exterior signage • Installation of plaques on buildings/trees, etc., and other memorials • Installation, maintenance, replacement of All-American Grove plaques • General directional street and traffic control signage • Parking and bike signage • Special event or departmental signage/banners 	<p>Dept Funds</p> <p>Acct Rec/ Dept Funds</p> <p>Athletic</p> <p>Inst Roads</p> <p>Parking</p> <p>Dept Funds</p>
<p>SNOW REMOVAL</p> <ul style="list-style-type: none"> • General including sidewalks, access/service roads, and special handicap accessibility needs 	<p>Fac Serv</p>	<ul style="list-style-type: none"> • Streets (Institutional Roads) • Auxiliary enterprises, as contracted • Parking lots • Iowa State Center Parking Lots 	<p>Inst Roads</p> <p>Dept Funds</p> <p>Parking</p> <p>Dept Funds</p>
<p>STREETS and roads, general maintenance</p> <ul style="list-style-type: none"> • Access/service roads 	<p>Fac Serv/ Bldg Rpr</p> <p>Util Serv</p>	<ul style="list-style-type: none"> • Street maintenance (Institutional Roads) • Access/service roads 	<p>Inst Roads</p> <p>Inst Roads</p>

Utilities

The ISU utility system is a rate based auxiliary enterprise. FP&M utilities is responsible for the operation, maintenance, and capital improvements of all utility systems for which ISU Utilities Services receives consumption revenue. The utility is responsible for installations up to the defined point of service for each customer. Installations downstream of the point of service are the responsibility of the customer. All other utility services are billed to the requesting party.

FP&M will provide routine maintenance and repairs of chilled water lines; compressed air lines; condensate lines; domestic water lines; natural gas service; sanitary sewer lines; steam; and storm sewer lines. We also provide routine maintenance and repairs of electric service; meters and metering components; emergency telephone kiosk lights; street lights; and utility generating equipment at remote facilities (Vet Med, Applied Science Center, North Chilled Water Plant).

FP&M Responsibility	Fund	Department Responsibility	Fund
CHILLED WATER lines to just inside building wall (point of service)	Util Serv	<ul style="list-style-type: none"> Temporary connections for events, etc. 	Dept Funds
COMPRESSED AIR lines to just inside building wall (point of service)	Util Serv	<ul style="list-style-type: none"> Temporary connections for events, etc. 	Dept Funds
CONDENSATE lines to just inside building wall (point of service)	Util Serv	<ul style="list-style-type: none"> Temporary connections for events, etc. 	Dept Funds
DOMESTIC WATER lines to just inside building wall (point of service) <ul style="list-style-type: none"> Post indicator valve (PIV) operators and accessories (above ground) Point of service for outside fountains, animal waterers, and irrigation systems is at water main 	Util Serv Fac Serv Util Serv	<ul style="list-style-type: none"> Temporary connections for events, etc. Service lines to outdoor fountains, animal waterers, and irrigation systems 	Dept Funds Dept Funds

Utilities, continued

FP&M Responsibility	Fund	Department Responsibility	Fund
<p>ELECTRIC SERVICE including high voltage switchgear, cables, conduits, and primary transformers to low voltage connection of a building transformer. If no building transformer exists point of services shall be at main building disconnect.</p> <ul style="list-style-type: none"> • Low voltage services installed by Utility Department to supply utility installations 	Util Serv	<ul style="list-style-type: none"> • Temporary connections for events, etc. • Electrical systems at Hilton, Olsen, Jacobson, Stadium, SW Athletic Complex, women’s soccer field 	Dept Funds
	Util Serv	<ul style="list-style-type: none"> • Electrical systems starting at transformer and downstream to all campus Residence Halls • Electrical systems downstream of kWh meter in Student Apartments and South Towers 	<p>Athletic</p> <p>Residence</p> <p>Residence</p>
METERS and metering components	Util Serv	<ul style="list-style-type: none"> • Temporary connections for events, etc. 	Dept Funds
NATURAL GAS service including lines and pressure regulators to just inside building wall (point of service)	Util Serv	<ul style="list-style-type: none"> • Propane Systems • Temporary connections for events, etc. 	<p>Dept Funds</p> <p>Dept Funds</p>
<p>SANITARY SEWER lines to just inside building wall (point of service)</p> <ul style="list-style-type: none"> • Maintenance and operation of lift stations external to building (Building Maintenance) • Distribution piping between building and lift station 	Util Serv	<ul style="list-style-type: none"> • Process waste tanks including holding/septic tank at Vet Med • Temporary connections for events, etc. 	Dept Funds
	Fac Serv		Dept Funds
	Util Serv		Dept Funds

Utilities, continued

FP&M Responsibility	Fund	Department Responsibility	Fund
<p>STEAM to just inside building wall (point of service)</p> <ul style="list-style-type: none"> • Building pressure reducing valves (PRV's) 	<p>Util Serv</p> <p>Fac Serv</p>	<ul style="list-style-type: none"> • Temporary connections for events, etc. • Pressure reducing valves serving Departmental Equipment 	<p>Dept Funds</p> <p>Dept Funds</p>
<p>STORM SEWER lines to the inside of building wall (point of service)</p> <ul style="list-style-type: none"> • Perimeter tiles and roof drains, surface drainage • Maintenance and operation of lift stations external to building (Building Maintenance) • Distribution piping between building and lift station • Gray water storage tanks and distribution systems • Area intakes • Roadway intakes 	<p>Util Serv</p> <p>Fac Serv</p> <p>Fac Serv</p> <p>Util Serv</p> <p>Fac Serv</p> <p>Util Serv</p> <p>Util Serv/ Inst Roads</p>	<ul style="list-style-type: none"> • Temporary connections for events, etc. • Parking lot intakes 	<p>Dept Funds</p> <p>Parking</p>

Utilities, continued

FP&M Responsibility	Fund	Department Responsibility	Fund
TELECOMMUNICATIONS <ul style="list-style-type: none"> Emergency telephone kiosk lights 	Util Serv	<ul style="list-style-type: none"> Telephone and data jack installations/maintenance Temporary event phone connections, etc. 	Telecom Dept Funds
UTILITY GENERATING EQUIPMENT at remote facilities (Vet Med and Applied Science Center) <ul style="list-style-type: none"> Local steam/hot water generating equipment if for building heat 	Util Serv Fac Serv	<ul style="list-style-type: none"> Temporary connections for events, etc. Local steam/hot water generating equipment (not for building heat) 	Dept Funds Dept Funds
UTILITY LOCATES		<ul style="list-style-type: none"> Utility locates 	Dept Funds

Utilities Exceptions or Special Notations

- Exceptions for scope of services are reviewed on a case by case basis and must be approved by the Director of Utilities.
- **Ames Lab facilities** electrical services to buildings and 5KV switches 36A and 36B are owned and operated by either Ames Lab or City of Ames personnel.
- **Black Culture Center** All utility services are provided by the local utility. Student Affairs department is responsible for all costs.
- **Black Engr** 5KV motor, starter, and service cables are college/departmental expenses.
- **Equine Farm (old Dairy Farm)** is responsible for the sanitary sewer main from the complex to the manhole (SA5B13) located south of Storm Hall.
- **Friley Hall** water service entering the building near the food service dock is provided by the city of Ames directly to the Residence Department.
- **Golf Course**
 - Responsible for the entire sanitary sewer system.
 - Domestic water point of service for the raw well water is at the #9 well. The point of service for the domestic water service is at the connection to the University Village water main.
- **ISU Stadium**
 - Domestic water point of service is where water main enters Olsen Building.
 - Point of sanitary sewer service is the manhole # SA2E14 on the south side of the Stadium. The lines north of this manhole are the responsibility of the department.
- **Memorial Union** electrical point of service is at the primary switchgear located in the northeast area of the basement.

Utilities Exceptions or Special Notations, cont.

- **Pammel-Hawthorn**
 - Electrical point of service is at the primary metering point or underground to aerial riser pole location.
 - Domestic water point of service is at three locations: 1) meter pit south of Hawthorn Court on one service feed, 2) 6" main on Stange Road just north of the railroad tracks, 3) 6" valve (DW2D6) northwest of the Engineering Extension Building.
 - Point of sanitary sewer service is the manhole (SA5D7) north of the railroad track on the pedestrian sidewalk.
- **Reiman Gardens** all services.
- **Residence Halls** electrical point of service is at the transformer primary bushing. Metering may be either primary or secondary.
- **Schilletter/University Village's** entire sanitary sewer and electrical systems are the responsible of the Residence Department.
- **Soil Tilth and Swine Center**
 - Natural gas service is supplied directly to the department by Iowa Electric.
 - Electrical point of service is at the primary switchgear located in the northwest area of the basement. Primary metering with kWh meter only by Utilities.
- **Southwest Athletic Complex:** All utility services are provided by the local utility. Athletic department is responsible for all costs.
- **Swine/Plant Introduction Farm:** Ag Department is responsible for the sanitary sewer main from the complex to a manhole (SA1B13) located west of Hayward Avenue.
- **Towers:** Residence Department is responsible for the sanitary sewer main up to the city main at the northeast end of the intramural field.
- Electrical downstream of City of Ames kWh meter.

Services

FP&M provides the following services for general university buildings and departments with general university funding.

FP&M Responsibility	Fund	Department Responsibility	Fund
AREA MAINTENANCE <ul style="list-style-type: none"> Staff and preventive maintenance (PM) work 	Fac Serv		
CLEANING <ul style="list-style-type: none"> Basic cleaning of public areas, rest rooms, classrooms, and offices according to room use classification Custodial customer service time Cafes basic cleaning once per day 	Fac Serv Fac Serv Fac Serv	<ul style="list-style-type: none"> Non-routine custodial services Special cleaning of vending areas Cafés basic cleaning, spills, furniture realignment 	Dept Funds Vending ISU Dining
DESIGN SERVICES (see separate section)			
KEY/CARD SERVICE <ul style="list-style-type: none"> Issuance of requested keys/access cards for faculty/staff (except for Department of Residence and Ames Lab facilities) 	Fac Serv	<ul style="list-style-type: none"> Payment for lost keys and access cards Lock changes due to lost keys or by departmental request 	Acct Rec/ Dept Funds Acct Rec/ Dept Funds
POSTAL AND PARCEL SERVICE <ul style="list-style-type: none"> Pick up and delivery of US, international, and campus mail for major campus buildings, delivered daily to departments (usually to one central location for each department) US Postal Service drop box service Des Moines State Capital Complex courier service Standing postage account barcode labels 	Fac Serv Free Free Fac Serv	<ul style="list-style-type: none"> Actual postage expenses (US mail, Federal Express, UPS, etc.) charged via established departmental postage account Campus Express and fax services Campus mail envelopes 	Dept Funds Dept Funds Dept Funds

Services, continued

FP&M Responsibility	Fund	Department Responsibility	Fund
RADIO/PAGER SYSTEM <ul style="list-style-type: none"> Maintenance of radio/paging frequency, antenna, and other system equipment 	FP&M Equip Rent	<ul style="list-style-type: none"> Monthly rental for radio/pager service, repair parts and labor 	Dept Funds
TELECOMMUNICATIONS <ul style="list-style-type: none"> For '100' and '700' funded requests for installation of new data, ethernet, or phone jacks In general classrooms: Full cost for installation of new data, ethernet, or phone jacks/phones and Telecom connection fees In general classrooms: Monthly Telecom charges for data, ethernet, or phones Building elevator phones: Installation, Telecom connection fees, and monthly charges Campanile: Ethernet charges for on/off of bell controller 	Dept Funds Office of the Executive Vice President & Provost Fac Serv Fac Serv Fac Serv	<ul style="list-style-type: none"> For auxiliary enterprises: Full cost for installation of new data, ethernet, or phone jacks In all departmental spaces including teaching space: Full cost of installation of new data, Ethernet or phone jacks or Telecom connection fees and monthly Telecom charges for data, ethernet, or phones 	Dept Funds Dept Funds

Services Exceptions or Special Notations

- Information Booth and Ann Campbell Transit Facility** receive minimal scheduled maintenance and limited, as needed custodial service. FP&M will provide a vacuum cleaner as needed for cleanups. Custodial will remove trash to another building when servicing rest room. Refuse collection of outdoor containers only. Grounds maintenance includes mowing of island and maintenance of west bed. (City of Ames mows to the east.) No mail delivery is provided. Parking Systems is responsible for all costs related to maintenance of the Information Booth and Ann Campbell Transit Facility, including parking lot and roadway maintenance.

Design Services

FP&M provides design services for general university buildings and departments with general university funding. FP&M will automatically route requests for services that require design to the appropriate designer or planner. Our in-house staff develop designs for most smaller projects. For larger design projects, when necessitated by work load or user request, we may use outside architects and/or engineers. Our design management staff will make the determination, in consultation with requester, whether a project will be designed in-house or out-of-house. When using outside design services, FP&M will coordinate the selection of the firm, negotiate the professional agreement, and manage the design process.

FP&M Responsibility	Fund	Department Responsibility	Fund
<ul style="list-style-type: none"> • Preliminary architectural and engineering design 	Design Serv	<ul style="list-style-type: none"> • Preliminary architectural and engineering design for auxiliary departments or '200', '400' and '500' accounts 	Dept Funds
		<ul style="list-style-type: none"> • Preliminary and final designs for university general funded departments (two hours) 	Dept Funds
<ul style="list-style-type: none"> • Administrative Requests for scope definition and rough estimates (case by case bases) 	Design Serv	<ul style="list-style-type: none"> • Estimates for '200', '400' and '500' accounts 	Dept Funds
		<ul style="list-style-type: none"> • Preliminary and final designs university general funded departments (two hours) 	Dept Funds
<ul style="list-style-type: none"> • Interior design service 		<ul style="list-style-type: none"> • Preliminary and final interior design service for '200', '400' and '500' accounts 	Dept Funds
		<ul style="list-style-type: none"> • Preliminary and final design for university general funded departments 	Dept Funds

Design Services, continued

FP&M Responsibility	Fund	Department Responsibility	Fund
<ul style="list-style-type: none"> • Signage design service 		<ul style="list-style-type: none"> • Preliminary and final signage design service for '200', '400' and '500' accounts • Preliminary and final signage design for university general funded departments (preliminary and final designs) 	<p>Dept Funds</p> <p>Dept. Funds</p>
<ul style="list-style-type: none"> • Preliminary utility design/consulting for university utility customers 	Util Serv (no charge)	<ul style="list-style-type: none"> • Final designs 	Dept Funds

Design Services Exceptions or Special Notations

- Extension offices pay for design services if they give '206' (agency) funds. FP&M would pay if they give '102' or '103' (federal) funds.

Special Events
Under Construction

FP&M Responsibility	Fund	Department Responsibility	Fund
		<ul style="list-style-type: none"> • Campus Organizations 	Stud Org/ Dept Funds
<ul style="list-style-type: none"> • Winter Fest: provide sand for luminaries, operate and maintain Campanile color lights 	Fac Serv	<ul style="list-style-type: none"> • Winter Fest 	Stud Org/ Dept Funds
<ul style="list-style-type: none"> • Holiday Tree Lighting: install and maintain lights 	Util Serv		
<ul style="list-style-type: none"> • Iowa Games: facilities coordination 	FPM	<ul style="list-style-type: none"> • Iowa Games: utility, maintenance, grounds, custodial support 	Acct Rec
		<ul style="list-style-type: none"> • Knoll events 	Dept Funds
<ul style="list-style-type: none"> • Memorial Day Services 	FPM		
<ul style="list-style-type: none"> • Odyssey of the Mind: facilities coordination 	FPM	<ul style="list-style-type: none"> • Intramurals 	Stud Org/ Dept Funds
<ul style="list-style-type: none"> • Special Olympics: facilities coordination 	FPM	<ul style="list-style-type: none"> • Other major campus events 	Stud Org/ Dept Funds
<ul style="list-style-type: none"> • VEISHEA: facilities coordination 	FPM	<ul style="list-style-type: none"> • VEISHEA/ Taste of VEISHEA 	Stud Org/ Dept Funds
		<ul style="list-style-type: none"> • Other major campus events 	Acct Rec/ Stud Org/ Dept Funds
<ul style="list-style-type: none"> • Radio loans for events 		<ul style="list-style-type: none"> • Radio loans for events 	Stud Org

Building/Asset Exceptions

“Building Name”

Under Construction

Refer to the Financial Responsibilities section. This building receives the standard services with the following exceptions: (see [service level agreements](#))

This section of the manual will address each building/asset, listing exceptions and building specific information.

Service Level Agreements

Under Construction

**This section of the manual will address Service Level Agreements.
Reference Service Level Agreements file, located in Building Files.**

Auxiliary Enterprises

An auxiliary enterprise furnishes a service directly or indirectly to students, faculty, or staff, and charges a fee related to, but not necessarily equal to, the cost of services. The distinguishing characteristic of most auxiliary enterprises is that they are managed essentially as self-supporting activities.

Auxiliaries for purposes of selling utilities:

- AG Research - Dairy Industry Addition
- AG Research - Meats Lab Addition
- Ames Lab - DOE A/C Shop
- Ames Lab - DOE Complex
- Ames Lab - DOE Maintenance Garage
- Ames Lab - DOE Mechanical Shop
- Ames Lab - DOE Warehouse
- Ames Lab - Metals Development
- Ames Lab - Radio Waste
- Ames Lab - Spedding
- Ames Lab - Wilhelm
- Athletic Council
- Campus Vending
- Iowa State Center - Fisher, Hilton, Scheman, Stephens
- MacKay Tearoom
- Memorial Union
- Other - Ames Little League at Brookside Park
- Other - Edge Technology at Reactor Warehouse
- Other - Heritage Cable TV
- Other - Utility input
- Plant Introduction Station
- Recreation Services
- Residence Halls - all buildings
- Research Park
- State of Iowa - Iowa Department of Transportation
- Swine Nutrition (National Swine Research & Information Center-NSRIC)
- Theilen Student Health Center
- Transportation Services
- USDA Tilth Lab - Soil Tilth
- Veenker Memorial Golf Course
- WOI Television

Income Producing Areas

Income producing departments within the university generate sales from disposal of by-products that result from teaching, research, or extension activities. The estimated sales are taken into account when the budget is prepared.

- ISU Center
- Veenker Memorial Golf Course
- Residence Halls
- Recreation Services
- WOI (although we take care of building as the “landlord”)
- Printing and Publication
- ISU Press
- Central Stores - maintenance and repairs are Fac Serv not Dept Funds (except South Campus Storage Facility)
- Vet Med Childcare Center (although we take care of building as the “landlord”)
- Family Resource Center
- Flight Services

Index

A/C, window, 10, 12
access badges, 30
access/service roads, 23
accounts receivable, damage billing, 9
aeration, 19
aerators, Lake Laverne, 24
agency funds, extension, 33
air compressors, in-building, 11
air dryers, 11
All-American Grove, 20
All-American Grove plaques, 23
Alumni Association, 1
Ames Lab, electrical service, 28
Ames Lab, keys, 30
Ames Laboratory, 1
animal waste disposal, 15
animal waterers, 25
Ann Campbell Transit Facility, 31
announcer's booth, 24
antenna, 31
appeal, equipment repair fund, 16
appealing funding source, 4
appliance disposal, 14
Applied Science, generating equipment, 25
Applied Science, utility generating, 28
Arboretum, 18, 24
architectural/engineering design, 32
area intakes, 27
area maintenance, 30
artwork, maintenance, 9
asbestos removal, 14
ASC Complex, 19
ashtrays, exterior, 6
asphalt repair, 20
Athletic Complex, 29
athletic department facilities, 24
Athletic Facilities, 1
athletic fields, varsity, 19
attendant voice message, service desk, 3
autoclaves, 17
Autoclaves, 3
autoclaves, inspection, 13
auxiliary departments, design services, 32
auxiliary enterprises, 4, 25
auxiliary enterprises, definition, 37
auxiliary enterprises, equipment, 16
backflow preventers, 16
backflow preventers, dept. equipment, 16
backflow preventers, installation, 16
backlog of maintenance, 3
backstops, 20
ballast, 14
base cabinetry, 6
baseball field, 24
basketball courts/hoops, 20
batteries for specialty locking systems, 6
battery cases, specialty locking systems, 6
benches, 18
bike boxes/racks, 19
bike corrals, paths, racks, 18
biological labs, 15
biological safety cabinets, 17
Black Cultural Center utilities, 28
Black Engr, 5KU motor/service, 28
blackboards, 8
blast furnaces, 17
bleachers, 24
blinds, 9
boilers, 11
boilers, inspection, 13
breakers, 12
brick paving, 18, 19
bridges, 24
budget constraints, 3
budget, operating, 1
building furnishings, 6
building identification signage, 8
building mechanical systems, 10
Building Repair Classroom, 4
Building Repair Design, 4
Building Repair General, 4
Building Repair Handicap, 4
Building Repair Life Safety, 4
Building Repair Refurbishment, 4
Building Repair Telecom, 4
building repairs, 3
building signage, 23
building signage, identification, 8
building structures, 6
building systems repairs, 16
built-in cabinets, 6
bulletin boards, 6
bus stop benches, 18, 19
bus stop shelters, 19
Business and Finance, 4
cabinetry, 6
cables, 26
cables, electrical, 12
Cafés cleaning, 30
cage washers, 17
campus events, 34
Campus Express, 30
campus facilities, 1
campus mail, 30
Campus mail envelopes, 30
Campus Organizations, special events, 34
Capital Complex, courier service, 30
Capital Plant Funds, 4
Capp Timm Field, 24
capture hoods, 16
card access, 6
carpet, 6
ceilings, 6
Cemetery, 18
Center Drive, ISU Center, 21
central building mechanical systems, 10
central campus facilities, 1
central funds, definition, 3
centrifuges, 17
chain hoists, 16
chairs, 6
chalk, 8
chambers, growth/environmental, 16, 17
chemicals, disposal, 15
chilled water, 25
chilled water lines, 25
chillers, 11
Christmas Tree Lighting, 34
circuit extensions, 12
City of Ames, kWh meter, 29

classroom blackboards, 8
classroom data/ethernet jacks, 31
classroom posting boards, 8
classrooms, 6
classrooms, cleaning, 30
classrooms, furniture, 6
clean rooms, 11
clean rooms, electronic, 15
cleaning, 30
cleaning, non-routine, 30
clocks, 6
closures, door, 6
Clyde Williams Field, 18
coffee pot water lines, 11
coffee sinks, 6, 11
cold rooms, 17
collection devices, 14
college/departmental equipment, 6, 16
college/departmental furnishings, 6
college/departmental negligence, 9
college/departmental research labs, 6
college/departmental security systems, 11
college/departmental signage, 8
college/departmental teaching labs, 6
compressed air, 25
compressed air lines, 25
compressed air systems, 11
compressors, 11
concrete slabs, 18, 19
condensate, 25
condensate lines, 25
conduits, 26
consulting services, 13
consumption revenue, 25
cool white lamps, 10
coolers, walk-in, 17
cooling, 10
cooling water, 12
cork boards, 8
courier service, Capital Complex, 30
courtyard furnishings, 19
covering, window A/C, 10
crane hoists, 17
cranes, 17
cross country track, 24
custodial customer service time, 30
custodial service, non-routine, 30
custodial service, routine, 30
customer service, custodial, 30
customers, definition, 1
CY Stephens, 7
Cy-Ride bus stop shelters, 19
Daily distribution boxes, 7, 9, 19
Dairy Farm, sanitary sewer main, 28
damage repair/billing, accounts receivable, 9
data, ethernet jacks, 31
decorative/water feature fountains, 18
de-ionized water lines/systems, 12
Department Equipment Repair fund, 16
department funds, definition, 3
Department of Public Safety, 3, 9
Department of Residence, keys, 30
Departmental Equipment, 11, 27
Departmental Funding, 4
departmental teaching spaces, 6
design projects, 32
design services, 32
Design Services, 4, 30
design services for auxiliary departments, 32
design services, extension offices, 33
desk nameplates, 8
desks, 6
directional street signage, 23
directories, college/departmental, 8
dishes, satellite, 17
display cases, 7
display cases, lighting, 10
distribution boxes, 19
distribution boxes, publication, 7, 9, 19
distribution piping, 26, 27
dock levelers, 7
docks, loading, 7
domestic water, 25
domestic water lines, 25
door openers, electrical, 10
doors and related hardware, 6
drains, floor, 11
draperies, 9
drinking fountains, exterior, 18
dryers, air, 11
dumpsters, maintenance, 14
electric door openers, 10
electric service, 25, 26
electrical, 10
electrical connections, installation, 12
electrical connections, new equip., 12
electrical panel upgrades, 10
electrical systems, 26
electrical systems, Athletic facilities, 26
electrical, general, 10
electronic clean rooms, 15
elevator oil, PCB, 14
elevator, inspection, 13
elevators, 10
emergency generators, inspection, 13
emergency repair, definition, 3
emergency repairs, 3
emergency telephone kiosk, 25
emergency telephone kiosk lights, 28
engineering design, 32
environmental chambers, 17
environmental rooms, 16
environmental rooms, installation, 12
equipment boxes, 20
equipment connected via hoses or plug in, 17
equipment for specialty locking systems, 6
equipment installation requests, 3
equipment installed during construction, 16
Equipment Repair, 4
Equipment Service, 4
equipment, auxiliary enterprises, 16
equipment, college/departmental, 6, 16
equipment, mechanical, 16
equipment, new, 16
equipment, portable, 17
equipment, worn out, 16
erasers, 8
escalators, 10
estimates, 32
ethernet jacks, 31

- exceptions, 16
- exceptions, funding, 4
- exhaust collectors, 16
- exhaust collectors, movable, 17
- exit lighting, 13
- exit signs, 10
- expert consulting services, 13
- extension offices, design service, 33
- exterior building structures, 6
- Exterior Campus Repair, 4
- exterior drinking fountains, 18
- exterior furnishings, 18, 19
- exterior lighting, South Towers, 21
- exterior lighting, University/Schilletter Village, 21
- exterior lighting, VMRI, 21
- exterior outlets, 10
- exterior trash receptacles, 18, 19
- eye washes, 12
- facilities, 1
- Facilities Planning and Management, 1
- Facilities Service, 4
- facilities, definition, 1
- facility inspections, 13
- fans, 16
- farms, 1
- fax service, 30
- federal funds, extension, 33
- fencing, 18, 20
- fencing, cross country track, 24
- fencing, tennis courts, 24
- fertilization, 19
- fields, intramural and play, 20
- financial responsibility, 4
- financial responsibility, maintenance & repairs, 2, 3
- fire and exit signs, 10
- fire extinguishers, 15
- fire protection, 13
- fire protection systems, 13
- fire safety equipment, 13
- Fire Service Training, 1
- fired devices, 16, 17
- firing ovens, 17
- Fisher Theatre, 7
- flammable-liquid cabinets, 17
- Flight Service, 1
- flood lights, Clyde Williams Field, 18
- floor drains, 11
- floor replacement, 6
- floors, 6
- Food Science Dock Lift, 7
- fountains, 18
- fountains, outdoor, 25
- fountains, water, 11
- FP&M, 1
- FP&M Service Guide, 2
- FP&M Services, 30
- FP&M Shops, 4
- free-standing cabinets, 7
- freezers, 17
- freezers, walk-in, 17
- Freon, 14
- Friley Hall, water service, 28
- fume hoods, 17
- Fume Hoods, 3
- fumeheat, 16
- fumeheat capture hoods, 16
- fund type, master list, 4
- fund types, RSL/JOS, 5
- funding policies, 4
- funding source appeals, 4
- furnishings, 6
- furnishings, college/departmental, 6
- furnishings, exterior, 18, 19
- furnishings, outdoor, 19
- furniture, 6
- gates, 19
- gates, traffic control, 19
- general public, 1
- general teaching labs, 6
- general university, 4
- General University Classrooms, 3
- general university resources, 3
- generating equipment, 28
- Gilman Dock Lifts, 7
- Golf Course, 1
- Golf Course, water services, 28
- golf practice field, 18, 20
- graffiti removal, 8
- grass and lawn areas, 18
- gravel playing areas, 20
- gray water storage, 27
- grease traps/pits, 14
- greenhouse, bay/plant lights, 10
- grills, 19
- grounds maintenance, 19
- grounds repairs, 3
- grounds/turf maintenance, 18
- growth chambers, 17
- hallway posting boards, classroom, 8
- handicap accessibility, 18
- handicap accessibility, doors, 6
- handicap accessibility, electric door openers, 10
- handicap accessibility, snow removal, 23
- handicap ramps/lifts, 8
- hardware, door, 6
- hardware, window, 9
- Hawthorn Court, lighting, 21
- Hawthorn Court, utility services, 29
- Hayward Avenue parking lot lighting, 21
- hazardous waste disposal, 15
- health and safety, 13
- heating, 10
- HEPA filter, 17
- high voltage switchgear, 26
- Hilton Coliseum, 7
- Hilton, electrical system, 26
- hoists, 17
- holding/septic tank, 26
- hoods, 17
- hoods, fume/capture, 17
- hot water generating equipment, 28
- HVAC, 11
- ice machines, 17
- identification signage, 8
- illuminated building exterior signage, 23
- illuminated warning lights, 10
- improvement, definition, 3
- improvements, 3
- income producing departments, 4, 38
- incubators, 17

indoor plants, maintenance, 9
 Information Booth, 31
 insertions, nameplate, 8
 inspected motorized chain hoists, 16
 inspections, 13
 installation of backflow preventers, 16
 installation of equipment, requests, 3
 Institutional Roads, 23
 intakes, 27
 intercom systems, college/departmental, 10
 interior building structures, 6
 interior design service, 32
 international mail, 30
 intramural/play fields, 20
 Iowa Games, 34
 Iowa State Center, grounds maintenance, 21
 Iowa State Center, sidewalk repair, 21
 Iowa State Center, snow removal, 23
 irrigation systems, 25
 isolated services, 12
 ISU Cemetery, 18, 20
 ISU Cemetery, fencing, 18
ISU Daily distribution boxes, 7, 9, 19
 ISU Department of Public Safety, 9
 ISU Stadium, utility services, 28
 Jack Trice Field, 19
 Jacobson Bldg, electrical system, 26
 key issue, 30
 key service, 30
 Key Service, 1
 kilns, 17
 kiosk, telephone, 25
 Knoll parking lights, 21
 kWh meter, City of Ames, 29
 kWh meter, Student Apts, South Towers, 26
 lab chemicals, disposal, 15
 lab coffee sinks, 11
 laboratory apparatus, 17
 labs, biological, 15
 labs, cleaning, 30
 labs, college/departmental teaching, 6
 labs, general teaching, 6
 labs, water lines, 12
 labs/teaching space, college/departmental teaching, 6
 Lake Laverne, 24
 lake level control system, 24
 lamps, cool or warm white, 30
 lawn areas, 18
 lead abatement, 7
 lead removal, 14
 lift station, 26, 27
 lifts, college/departmental use, 7
 lifts, handicap, 8
 lighting & controls, tennis court, 24
 lighting, cabinetry, 7
 lighting, display cases, 10
 lighting, exit, 13
 lighting, general, 10
 lighting, Hawthorn Court, 21
 lighting, parking lot, 22
 lighting, South Towers, 21
 lighting, special, 10
 lighting, task, 10
 lighting, University/Schilleter Village, 21
 lights, 25
 lights, greenhouse, 10
 lights, parking lot at ISU Center, 21
 lights, warning, 13
 liquid cabinets, flammable, 17
 loading dock bumpers, 7
 local steam/hot water generating equipment, 28
 localized testing of in-building water quality, 13
 localized water testing, 15
 lock changes, 30
 lock changes, college/departmental, 6
 locking systems, specialty, 6
 locks, cabinetry, 6, 7
 locks, door, 6
 lost keys, 30
 low voltage services, 26
 mail boxes, 19
 mail service, 30
 mail sorting bins, 7
 maintaining general university facilities, 1
 Maintenance & Improvement Committee, definition, 3
 Maintenance and Improvement Committee, 16
 maintenance services, 3
 maintenance, backlog, 3
 major repair, definition, 3
 major repairs, 3
 markers, white board, 8
 Marlocks and related equipment/parts, 6
 mats, walk-off, 6
 mechanical dock levelers, 7
 mechanical equipment, 16
 mechanical systems, 10
 media equipment, 17
 Media Resources, 17
 Memorial Day Services, 34
 memorial plaques, 23
 Memorial Union, 1
 Memorial Union, electrical, 28
 memorials, 18, 23
 Metasys, 11
 metering components, 26
 metering components, electrical, 25
 meters, 26
 meters, electric, 25
 MIC, 16
 MIC, definition, 3
 minor repair, definition, 3
 minor repairs/work, 3
 modification of college/departmental facilities, 9
 motorized chain hoists, 16
 movable curtains, 9
 movable exhaust collectors, 16, 17
 mowing, 19
 mud buckets, 14
 music director's tower, 18
 nameplate insertions, 8
 nameplates, desk, 8
 National Swine Teaching and Information Center, 1
 natural gas service, 25, 26
 negligence, 9
 newspaper distribution boxes, 19
 node rooms, 10
 non-classroom black/white boards, 8
 non-illuminated building signage, 18, 23
 non-routine custodial service, 30
 non-routine refuse disposal, 14

non-university supported, 4
 Odyssey of the Mind, 34
 office coffee sinks, 11
 office equipment/furnishings, 6
 Office of the Vice President of Business & Finance, 4
 office, cleaning, 30
 Olsen Building, electrical system, 26
 Olsen Building, underground tank, 15
 outdoor lighting, 10
 outdoor structures, 18
 outdoor/courtyard furnishings, 19
 outlets, exterior, 10
 outlying areas, 1
 outside design services, 32
 ovens, 17
 overhead crane hoists, 17
 overhead cranes, inspection, 13
 ownership, definition, 4
 paging systems, 10
 painting, 7
 painting, college/departmental funded, 7
 Palmer Play Yard Maintenance, 22
 Pammel Court, utility services, 29
 paper recycling bins, 7
 parking lights, Knoll, 21
 parking lot maintenance, 22
 parking lots, intakes, 27
 parking lots, snow removal, 23
 parking signage, 23
 PCB disposal, 14
 perimeter tiles, 27
 pest control, 13, 19
 phone jacks, 31
 picnic tables, 19
 pictures, 6
 PIV, 25
 plant grinding, 14
 plants in public areas, 9
 plants, indoor, maintenance, 9
 plaques, 18, 23
 plaques, All-American Grove, 20, 23
 plaques, installation, 23
 play fields, 18
 playground equipment, 19
 plumbing, 10, 11
 point of service, utilities, 25
 pools, water testing/inspection, 13
 portable equipment, 17
 post indicator valve, 25
 postage account, 30
 postage expenses, 30
 Postal and Parcel Service, 1, 30
 posting boards, hallway, 8
 power line conditioners, 12
 power plant, 1
 power, electrical, 10
 preliminary design, 32
 preliminary structural inspections, 13
 press facility, athletic fields, 24
 pressure reducing valves, 27
 pressure regulators, 26
 Printing and Publications, 1
 process waste tanks, 26
 propane systems, 26
 PRV, 27
 public areas, 6
 public areas, cleaning, 30
 public areas, furniture, 6
 Public Safety, 3, 9
 publication distribution boxes, 7, 9, 19
 radio loans for events, 34
 radio towers, 17
 radio/pager, monthly rental, 31
 radio/pager, parts and labor, 31
 radio/pager, service repairs, 31
 ramps, handicap, 8
 Recreation Services, 1
 recreational areas, 20
 recycling bins, 7
 refrigeration equipment, disposal, 14
 refrigerators, 17
 refuse container maintenance, 14
 refuse disposal, 13, 14
 refuse disposal, non-routine, 14
 regulation compliance, safety, 13
 regulations, safety & health, 13
 Reiman Gardens, 29
 Reiman Gardens lighting, 21
 Reiman Gardens, ground maintenance, 22
 renovation of college/departmental facilities, 9
 Rental Equipment, 4
 rental, newspaper vendors, 19
 repair services, 3
 repairs over \$1,000, 16
 replacement responsibility, 3
 research, 16
 research labs, college/departmental, 6
 Research Park, 1
 reseeding, 19
 Residence Halls, 1
 Residence Halls grounds, 20
 Residence Halls, electrical service/systems, 26, 29
 Residence Halls, trash compactors, 15
 rest rooms, 6
 rest rooms, athletic fields, 24
 rest rooms, cleaning, 30
 rest rooms, plumbing, 11
 road maintenance, 23
 roads, 18, 23
 roadway intakes, 27
 roadway, ISU Center, 21
 roof drains, 27
 roof warranty, 7
 roofs, 7
 room darkening shades, 9
 rough estimates, 32
 routine maintenance/repairs, 6
 safety and health, 13
 safety and traffic pattern fencing, 18
 safety cabinets, biological, 17
 safety issues, 16
 safety regulation, 13
 safety regulation compliance, 13
 safety showers, 12
 sand volleyball courts, 20
 sanitary sewer lines, 25, 26
 sanitary sewers, 11
 satellite dishes, 17
 Scheman Dock Lift, 7
 Schilletter Village, lighting, 21

Schilletter Village, sanitary sewer system, 29
 scope definition, 32
 screens, window, 9
 security lighting, 10
 security systems, college/departmental, 10, 11
 septic tank, 26
 service desk, definition, 3
 service roads, 23
 service, definition, 3
 services, 30
 sewers, sanitary, 11
 shades, 9
 sharps, disposal, 15
 shelving, 6
 shop equipment, 17
 shut-off, water line, 12
 sidewalk maintenance, 22
 sidewalk repairs, ISU Center, 21
 sidewalks, 18
 sign wording changes, 8
 signage, college/departmental, 8
 signage, design service, 33
 signage, general directional, 23
 signage, holders, 8
 signage, identification, 8
 signage, lobbies, 8
 signage, parking lots, 22
 signage, public areas, 8
 signage, street and road, 18
 signage, wording changes, 8
 sinks, associated cabinetry, 6
 sinks, coffee, 6
 snow removal, 18, 20
 snow removal, auxiliary enterprises, 23
 snow removal, bike paths, 18
 snow removal, damage repair, 24
 snow removal, general, 23
 snow removal, handicap accessibility, 23
 soccer field, 20
 soccer field, electrical system, 26
 softball field, 24
 Soil Tilth, 1
 Soil Tilth, utilities, 29
 South Campus Gateway, 23
 South Towers, kWh meter, 26
 South Towers, lighting, 21
 Southwest Athletic Complex, 29
 space rental, newspaper vendor, 19
 special circuits, 12
 special light bulb or lighting, 10
 Special Olympics, 34
 special power needs, 12
 special rooms, 15, 17
 special rooms, installation, 12
 specialty locking systems, 6
 spotlighting, 10
 Stadium, electrical system, 26
 Stadium, utility services, 28
 standing postage account, 30
 steam, 25, 27
 steam kettles, 17
 steam/hot water generating equipment, 28
 sterilizers, 17
 storage sheds, 20
 storage spaces, college/departmental, 6
 storm sewer lines, 25, 27
 street maintenance, 23
 street signage, 23
 street signage, general directional, 23
 street, traffic, and walk lights, 18
 streets and roads, 18, 23
 streets, snow removal, 23
 structural inspections, preliminary, 13
 Student Apartments, kWh meter, 26
 Student Health, 1
 student housing, walkways, 22
 surface drainage, 27
 SW Athletic Complex, electrical system, 26
 swans, Lake Laverne, 24
 swimming pool, inspection, 13
 Swine Center, 29
 Swine/Plant Intro. Farm, sanitary sewer main, 29
 tables, 6
 tack boards, 8
 tank registration, 13
 tanks, underground, 15
 task lighting, 10
 teaching and research, 16
 teaching labs, departmental, 6
 teaching labs, general, 6
 teaching labs/space, college/departmental, 6
 teaching spaces, departmental, 6
 Telecommunication connection fees/monthly charges, 31
 Telecommunication node rooms, 10
 Telecommunications, 28
 telephone installations/maintenance, 28
 telephone kiosk, 25, 28
 temporary utility connections, 25, 26
 temporary utility connections for events, 25, 26, 27, 28
 tennis courts, 18, 20, 24
 testing of in-building water quality, 15
 tile, ceiling, 6
 tile, floor, 6
 Towers, kWh meter, 26
 Towers, lighting, 21
 Towers, sanitary sewer main, 29
 track/turf maintenance, Clyde Williams Field, 18
 traffic and walk lights, 18
 traffic control gates, 19
 traffic pattern fencing, 18
 transformers, 26
 trash compactors, 15
 trash receptacles, exterior, 18, 19
 Tree Lighting, 34
 tree memorials, 23
 tree trimming, ISU Center, 21
 turf maintenance, 18
 turf maintenance, ISU Center, 21
 U.S. mail, 30
 U.S. Postal Service drop box, 30
 underground tank registration, 13
 underground tanks, 15
 uninterrupted power supplies, 12
 university facilities, 1
 university farms, 1
 University Museums, 9
 University Policy Manual, 2
 university purchased/owned furniture, 6
 University Village, lighting, 21
 University Village, sanitary sewer system, 29

USDA Greenhouse, 1
utility connections, 25
utility connections, fans/hoods, 17
Utility Department, 25
utility design/consulting, 33
utility generating equipment, 25, 28
Utility Repair, 4
utility repairs, 3
Utility Service, 4
Utility System, 25
Vaccum Systems, 12
vandalism, 8
varsity athletic fields, 19
varsity soccer field, mowing, 19
varsity track, 24
Veenker Memorial Golf Course, 1, 4
vehicle plug-in outlets, 10
VEISHEA, 34
VEISHEA, Taste of, 34
vending areas, cleaning, 30
vending equipment, electrical power, 10
vendor distribution boxes, newspaper, 19
ventilating, 10
ventilating systems, 10, 11
Vet Med, generating equipment, 25
Vet Med, holding/septic tank, 26
Vet Med, utility generating, 28
Vice President of Business & Finance, 4
VMRI, exterior lighting, 21
volleyball courts, sand, 20
walk lights, 18, 23
walk-in coolers/freezers, 17
walk-off mats, 6
walkways, maintenance, 22

walkways, student housing, 22
wall hung cabinetry, 6
walls, interior and exterior, 8
warm rooms, 17
warm white lamps, 10
warning lights, 10
warranty, roof, 7
waste disposal, 15
waste disposal, collection devices, 14
waste receptacles, 6
water, 11
water feature fountains, 18
water fountains, 11
water lines, college/departamental, 11
water lines, labs, 12
water main, 25
water quality testing, 13, 15
water systems, de-ionized, 12
water testing, pool, 13
water, cooling, 12
well, Lake Laverne, 24
white boards and markers, 8
white paper recycling bins, 7
window A/C, 10, 12
window coverings, 9
window screens, 9
windows and related hardware, 9
Winter Fest, 34
winterization, window A/C, 10
WOI Transmitter Bldg. underground tank, 15
women's softball field, 24
work information center, 3
work information center, definition, 3