

# **Who Pays for What Manual**

**(Maintenance, Repairs, and Other Related Expenses)**

**Facilities Planning and Management**  
**Iowa State University**

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## **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.)

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



**Buildings and General Furnishings, continued**

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

**Buildings and General Furnishings, continued**

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

## Buildings and General Furnishings, continued

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

### 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.

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

**Building Systems, continued**

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

## Building Systems, continued

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

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

**Environmental Issues and Safety Regulations, continued**

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



**Environmental Issues and Safety Regulations, continued**

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

<b>FP&amp;M Responsibility</b>	<b>Fund</b>	<b>Department Responsibility</b>	<b>Fund</b>
<b>CHAMBERS/ENVIRONMENTAL ROOMS</b> <ul style="list-style-type: none"> <li>Permanently wired cold/warm rooms, environmental chambers, growth chambers, incubators, walk-in coolers and freezers, and other special rooms substantially connected to the building</li> </ul>	Equip Rpr	<ul style="list-style-type: none"> <li>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)</li> </ul>	Dept Funds
<b>FIRED DEVICES</b> <ul style="list-style-type: none"> <li>Autoclaves, sterilizers, cage washers, steam kettles, firing ovens, kilns, blast furnaces, and other fired devices</li> </ul>	Equip Rpr	<ul style="list-style-type: none"> <li>Ovens</li> </ul>	Dept Funds
<b>HOISTS</b> <ul style="list-style-type: none"> <li>Motorized chain hoists used for teaching or research that require inspection</li> </ul>	Equip Rpr	<ul style="list-style-type: none"> <li>Non-inspected hoists, cranes</li> </ul>	Dept Funds
<b>HOODS</b> <ul style="list-style-type: none"> <li>Permanent fume and heat capture hoods, movable exhaust collectors, and their associated fans</li> </ul>	Equip Rpr	<ul style="list-style-type: none"> <li>Flammable-liquid cabinets</li> <li>Biological-safety cabinets</li> <li>HEPA filter disposal/installation</li> </ul>	Dept Funds Dept Funds Dept Funds
<b>SHOP EQUIPMENT</b>		<ul style="list-style-type: none"> <li>Shop equipment</li> </ul>	Dept Funds
<b>SATELLITES/RADIO TOWERS/DISHES</b>		<ul style="list-style-type: none"> <li>Satellite and radio towers, dishes</li> </ul>	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.

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

**Grounds, continued**

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

**Grounds, continued**

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

**Grounds, continued**

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

**Grounds, continued**

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



**Grounds, continued**

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

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

**Utilities, continued**

<b>FP&amp;M Responsibility</b>	<b>Fund</b>	<b>Department Responsibility</b>	<b>Fund</b>
<p><b>ELECTRIC SERVICE</b> 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"> <li>• Low voltage services installed by Utility Department to supply utility installations</li> </ul>	Util Serv	<ul style="list-style-type: none"> <li>• Temporary connections for events, etc.</li> <li>• Electrical systems at Hilton, Olsen, Jacobson, Stadium, SW Athletic Complex, women's soccer field</li> </ul>	Dept Funds
	Util Serv	<ul style="list-style-type: none"> <li>• Electrical systems starting at transformer and downstream to all campus Residence Halls</li> <li>• Electrical systems downstream of kWh meter in Student Apartments and South Towers</li> </ul>	<p>Athletic</p> <p>Residence</p> <p>Residence</p>
<b>METERS</b> and metering components	Util Serv	<ul style="list-style-type: none"> <li>• Temporary connections for events, etc.</li> </ul>	Dept Funds
<b>NATURAL GAS</b> service including lines and pressure regulators to just inside building wall (point of service)	Util Serv	<ul style="list-style-type: none"> <li>• Propane Systems</li> <li>• Temporary connections for events, etc.</li> </ul>	<p>Dept Funds</p> <p>Dept Funds</p>
<p><b>SANITARY SEWER</b> lines to just inside building wall (point of service)</p> <ul style="list-style-type: none"> <li>• Maintenance and operation of lift stations external to building (Building Maintenance)</li> <li>• Distribution piping between building and lift station</li> </ul>	Util Serv	<ul style="list-style-type: none"> <li>• Process waste tanks including holding/septic tank at Vet Med</li> <li>• Temporary connections for events, etc.</li> </ul>	Dept Funds
	Fac Serv		Dept Funds
	Util Serv		Dept Funds

**Utilities, continued**

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

**Utilities, continued**

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

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



Services, continued

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

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

**Design Services, continued**

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

**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**

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



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