

## The LMHSC, Inc. Financial and Administrative Policy for Departmental Charge Backs

The HSC Operating Budget, a division of the LMHSC, Inc., (referred to as "HSCOB" for this policy) is responsible to insure the Health Science Center (HSC) is maintained in accordance with all applicable Wisconsin Building Codes. The HSCOB will provide all routine maintenance and repair services for the HSC and all facility equipment owned by the LMHSC, Inc. This includes tasks such as repairing plumbing leaks and electrical problems; heating, ventilating, and air conditioning maintenance; structural maintenance including painting, repairs to walls, ceilings, roof, etc.; and providing routine custodial and grounds services. Equipment that is considered as being owned by the LMHSC, Inc. includes general classroom furnishings/equipment, public lounge equipment/conference room furnishings, etc.

The following list identifies those services that are **not** included in the routine maintenance and repair services and are not covered by the HSCOB. This is a comprehensive list, but not all-inclusive, of services to be charged back to academic departments/programs and other areas making requests for these types of services.

1. Replacement, repairs, refinishing, servicing and reupholstering of furniture and equipment used primarily by a department or program. This includes office furniture and office equipment, department/program supplied laboratory furniture and equipment and any other special hardware of apparatus. Excludes classroom and general use furniture and equipment not assignable to any department or program.
2. Maintenance of science and lab tables and hardware. Maintenance on special lab fixed equipment such as environmental chambers, freezers, refrigerators, ice makers, water softeners, de-ionizers, acid dilution systems, compressed air, water distillation systems, autoclaves, etc. that is provided by and owned by a department/program.
3. Installation, maintenance and replacement of laboratory apparatus, special laboratory plumbing, special HVAC (such as A/C units installed and used for computer labs) and special electrical requirements to accommodate additional equipment installation or change in room use.
4. Maintenance and installation of departmental/program kitchen equipment (ie: OTA 'apartment lab' on 4<sup>th</sup> floor), appliances and other department-owned apparatus and moveable equipment.
5. Key cutting (except for initial supply of keys) and re-keying of functionally sound locks as well as the purchase and installation of new security systems.
6. Replacement of departmentally installed carpeting.
7. Replacement of carpeting supplied with the building other than for wear.
8. Installation of department/program automatic door closers or card access systems where none exist.
9. Installation, changes and repair of office and desk signs, pictures, projection screens, marker boards, tack boards, mirrors, etc. in offices.

10. Any change, renovation or remodeling in the building structure or in its hardware or its mechanical or electrical systems when requested by a department/program.
11. Special departmental request for services outside the timeframe of routine maintenance, such as the repainting of rooms more frequently than the institution's schedule (approximately 10 years for offices). This includes classrooms, labs, hallways, offices, department/program rooms and general use areas. If a department would like to paint a faculty office a color other than the building's "neutral color," the dept. will be charged for the painting, and if the faculty person vacates this office, the dept. will be charged to paint the office back to a neutral color.
12. Replacement of glass in doors, windows, or partition walls when the present glass is functionally sound. (ie: change clear partition glass to frosted glass, etc.)
13. Remodeling and/or installation of shelving, cabinets and furniture and relocation of these items when requested by a department/program.
14. Changing window treatment supplied with the building other than for wear (ie: hanging blinds to draperies, etc.)
15. All material and labor costs, including overtime, for services (setup, teardown and cleanup) performed in support of special programs such as summer camps, workshops, or any other activities.
16. All material and labor costs associated with repairs due to negligence or willful damage to the Facility or equipment owned by the LMHSC, Inc.
17. If a dept. is asked to vacate an area (ie: office) for the "good of the organization" they will not be charged to set up new phone lines etc. in another area of the HSC.

Any items that are not listed above, but require repairs, maintenance or replacement (ie: 4<sup>th</sup> floor breakroom refrigerator, microwaves etc.), should be brought to the HSC Management Group for further review and final decision.

Occupants must have the HSC Management Group approval to make any changes/modifications to the existing Facility. The department/program requesting a change must make arrangements for such changes through the current vendor providing the Operations & Maintenance Service for the HSC. If the request requires the LMHSC, Inc. Board approval, the HSC Management Group will coordinate that approval. If an outside vendor is being considered for such work, plans and specifications will need to be submitted to UW-La Crosse Campus Planning to insure compliance with Wisconsin Division of Facility Development Construction Specifications.

*Approved by HSC Management Group September 13, 2017*

*Approved by HSC Management Group May 11, 2016*

*Reviewed by HSC Management Group June 21, 2006*

*Reviewed by HSC Management Group January 17, 2007*

*Approved by HSC Management Group February 12, 2007*

*Approved by HSC Management Group March 19, 2007*