



# PimaCountyCommunityCollegeDistrict Administrative Procedure

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| <i>AP Title:</i>                         | <b>Facilities Chargeback Procedures</b>        |
| <i>AP Number:</i>                        | AP 8.01.04                                     |
| <i>Adoption Date:</i>                    | 8/19/94  |
| <i>Schedule for Review &amp; Update:</i> | Every three years                              |
| <i>Review Date(s):</i>                   | 3/11/97, 11/13/19                              |
| <i>Revision Date(s):</i>                 | 3/11/97, 9/20/19                               |
| <i>Sponsoring Unit/Department:</i>       | Facilities                                     |
| <i>Policy Title(s) &amp; No(s):</i>      | Facilities Operations and Maintenance, BP 8.01 |
| <i>Legal Reference:</i>                  |  |
| <i>Cross Reference:</i>                  |  |

## **PURPOSE**

The purpose of this Administrative Procedure is to provide guidance on the distinction between routine maintenance and billable non-routine services provided by Facilities and one of its component units, College Police.

## **SECTION 1: Definitions**

- 1.1 **Basic Maintenance**  
Corrective, responsive, and preventive activities and associated costs (labor, materials, other) to retain an infrastructure component in a state in which it can perform its required functions.
- 1.2 **Billable Services**  
Work outside of the category of routine, and consisting of services requested beyond the normal function and role of Facilities.

### 1.3 Non-Billable Services

Work considered routine for the upkeep of the infrastructure of College buildings and facilities. These include the costs of basic maintenance, operations, and support services including utilities and security.

### 1.4 Infrastructure

Fundamental systems required to operate College buildings and systems, excluding departmental costs. Components of building and system infrastructure include utilities, electric, plumbing, building maintenance, HVAC, and similar mechanisms.

## **SECTION 2: Background**

2.1 Facilities receives an annual operating budget that provides for basic routine service and maintenance and most of the work performed by Facilities is not billable to departments

2.2 Non-routine services are provided on a reimbursable basis, chargeable to the requesting department. Services provided for externally funded and auxiliary activities are chargeable against the associated funding source.

2.3 Chargebacks are necessitated for labor on billable work since such work requires Facilities staff to be redirected from their regular assignments, or to work overtime, to meet the needs of the requesting department.

2.4 Charging for non-routine services enables College departments to make appropriate choices for use of the resources allocated to them by making such costs explicit and transparent. In this manner, Facilities supports the College's mission to support student success and meet the diverse needs of the College constituency.

## **SECTION 3: Billable Non-Routine Services Provided on a Chargeback Basis**

Non-routine services may include, and are not limited to:

- Overtime effort or extra help for special events.
- Operation of Central Plant beyond normal operating hours
- Maintenance, repair, or replacement of general classroom, office, and laboratory equipment and furnishings.
- Maintenance, repair, moving, storage, and replacement of specialized classroom, office, and laboratory equipment or other departmental property.
- Renovation, alteration, and building improvement projects.

- Painting, cleaning, or redecorating beyond prescribed maintenance cycles.
- Lock and key changes.
- Room set ups for special events.
- Rental of equipment in support of special events.
- Installation of special equipment.
- Transportation and vehicle dispatch services.
- All facilities planning and design, or other professional services performed by outside consultants, architects, or engineers.
- Design and project management services for approved capital improvement projects.
- Facilities support to auxiliary and externally funded operations.
- Security service for special events.
- Chemical cleanouts of excess chemicals.
- Laboratory fees for profiles of unknown hazardous waste.
- Postage for departmental mailings.

#### **SECTION4: Chargeback Rates**

Billable amounts include labor, materials, and equipment used, along with associated fringe benefits and travel.

Billable services for College Police will be charged back at the actual hourly rate for the recommended CSOs, Officers, Corporals, and Sergeants, including overtime and fringe benefits.

Overtime services provided beyond Facilities and College Police business hours are subject to chargeback at time-and-a-half, plus associated fringe.

Mailing costs will be charged back at the actual postage rates in effect at the time services are provided.

Billable costs associated with vehicle use will be charged back at rates established for the various vehicles utilized by the College, and includes the cost of fuel, licensing, and maintenance.