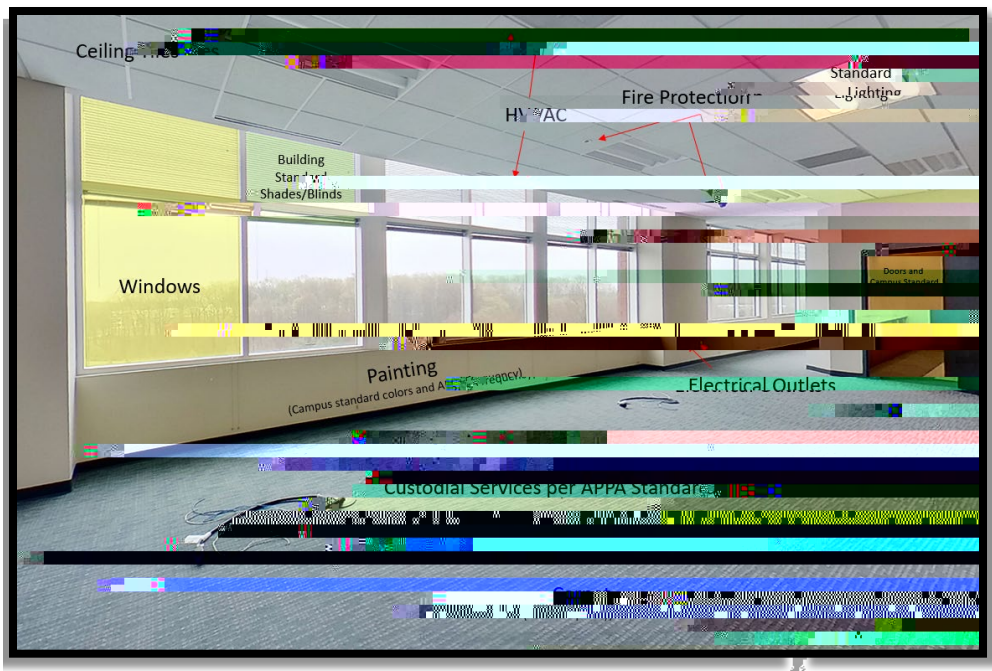




The following table lists several examples of items are considered Billable vs Regular Maintenance, including but not limited to:

	Billable	Non-billable
Carpentry	Departmentally purchased loose furniture repairs	Permanently installed auditorium seating repairs
	Assembling departmentally purchase furniture	Repairing windows
	Hanging/removing items and monitors from walls	Ceiling tile replacement (stained)
	Upgrading blinds above campus standard	Repairing/replacing campus standard blinds
	Modifying Doors (Windows/Vents)	Replacement of damaged floor tiles
	Floor replacement due to user preference	Periodic replacement of carpet (12 years) and tiles (20 years) per APPA standards
	Shuttle Stop Repair/Maintenance	
	Install/Remove Cubical Walls	
	Moving / Hanging Departmental Signs	

Custodia	Paint	Repairing and repainting damage to paint due to abuse/misuse	Periodically repainting spaces with campus standard colors at a frequency defined by APPA (Kilim Beige, Stardust, Alpaca)
		Repainting room due to personal preferences (including accent walls)	Repainting room of newly hired faculty members if the room paint is not in good condition
		Repairing drywall from previous hanging wall décor	
		Repainting room for new faculty that move into office with accent wall	
	Plumbing	Repairing safety showers and eye wash stations	Maintaining common sinks
		Water/Gas connections to Departmentally Owned Equipment	Maintaining Commodes
			Maintaining Water Fountains and bottle filling stations
			Checking water pressure and hot water supplies
		Special event set-	