



# CALIFORNIA STATE UNIVERSITY CHANNEL ISLANDS ADMINISTRATIVE POLICY MANUAL

**Finance & Administration**

**Approved By:** Richard R. Rush  
President

**Policy Number:** FA.01.001

**Effective Date:** 3/18/04

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## Policy on OPC Chargebacks

### **PURPOSE:**

OPC is responsible for the maintenance and operations of the campus grounds and facilities funded by general fund budget allocation. In addition to maintenance and operations, OPC is responsible for the oversight of all changes to campus grounds and facilities including new construction, renovation, change of utilization, alteration and installation of equipment. OPC may perform said work in house or via contracted services as a charge back to the requesting party.

### **BACKGROUND:**

In 1983, the Board of Trustees of the California State University (CSU) responded to specific state legislative action by directing that each CSU campus develop a full charge back system for all new construction, remodeling, alterations or other work not classified as maintenance work performed by Operations, Planning and Construction (OPC).

CSU directive BA 84-25, Implementation of Trustees' Resolution RA 9-83-057, dated July 25, 1984, states that each campus will develop a charge back system, and campus policy and procedures must ensure the return of all costs to the OPC budget. In addition to direct costs, the directive authorizes reimbursement for overhead or indirect costs including those related to administrative processing, estimating, supervision, and use of equipment and vehicles.

### **POLICY:**

#### **Accountability:**

A "Building Permit" must be obtained before there is any modification to a space or building by any campus department, regardless of the source of funds or who will be performing the work. OPC is the only campus entity authorized to issue a "Building Permit." It is incumbent upon the requesting campus department to obtain the "Building Permit" from OPC prior to the modification of any building or space or the procurement and installation of any equipment that will result in the modification of any building or space. Failure to do so could result (in extreme circumstances) in the closure of a building or space until necessary code compliance changes are made.

#### **Applicability:**

All campus administrative and academic departments as well as auxiliary organizations.



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**Text:**

**Items Covered By Baseline Maintenance and Operations:**

Baseline maintenance and operations is provided at no cost for State-funded academic facilities utilized by the University. Baseline services include routine maintenance and operation of electrical, water, gas, heating, ventilation, air-conditioning, plumbing and sewage systems and elevators; basic building components including foundations, walls, roofs, stairs, ceilings, floor coverings, wall coverings, paint, doors, locks, windows, hardscape such as sidewalks, steps, curbs and benches; grounds and landscape.

Typical baseline maintenance and operations would also provide, when not provided via a major or minor capital outlay construction project budget, the initial installation of basic instructional equipment such as black and/or white boards, A/V equipment (i. e. projection screens, TV's, video and CD players, and projection equipment), window shades, fuel and gas containers, installation of acoustical material (panels) and miscellaneous Group II equipment including seismic anchoring of bookcases and other equipment.

The installation of specialized instructional or research-related equipment is considered on a case-by-case basis. The requesting campus department will generally be responsible for the cost of bringing utilities to the site where equipment is to be installed and for major modifications to any building or space required for the installation of the equipment.

OPC will work with the requesting campus department to determine if there are any code restrictions or requirements, issues of location and best practices pertaining to availability of necessary utilities, infrastructure or proper installation methods. The modification of any building or space and the installation of any equipment may require stamped engineering or architectural drawings and approvals from the State Fire Marshal, official plan check agencies and the Seismic Safety Review Committee. Consultation with OPC during the planning of any such activity is critical to the success of any project. Proposed projects that will change the internal or external configuration of buildings or grounds, the classification of space, or environmental health and safety requirements will also require CSUCI Cabinet approval.



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## **Policy on OPC Chargebacks**

### **Items Not Covered In Baseline Maintenance and Operations:**

Baseline maintenance and operations is not provided to any Non-State-owned facilities, such as student housing, student unions and buildings owned and operated by Lessees.

Charge back services are rendered by OPC to requesting campus departments for work not covered by baseline maintenance and operations. This work includes new construction, alterations, remodeling, fabrication and installation of equipment or furnishings, maintenance of department equipment, and supervision and inspection of department work. The charge to the requesting department will include all labor, benefits and materials as well as administrative overhead costs. Examples of charge back services include:

- Requests for decorative changes such as color of paint or carpet, decorative light fixtures, accent trim, etc.
- Maintenance of all special departmental equipment such as freezers, refrigerators, icemakers, bench or wall mounted water distillers, and environmental chambers.
- Changes to any space, alteration or remodeling of a building's structure, hardware, or mechanical/electrical systems.
- Replacement of door locks or re-keying for other than maintenance reasons.
- Construction and/or installation of shelving and cabinets, the installation or hanging of pictures, murals, clothes racks and miscellaneous equipment not required for the academic program.
- Custodial services that are outside of normally-scheduled services or requested more often than baseline maintenance.
- Servicing of departmental vehicles not included in the University's Motor Vehicle Operation Account. This includes the required annual safety inspection or any department-requested repairs.
- Personal name signs, office hour signs, or department directory or informational signs. (Permanent building signs, room numbers, room name and identification signs are considered baseline maintenance.)
- Damage caused to facilities due to department neglect or misuse.



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## Policy on OPC Chargebacks

### **Items Covered By Baseline Buildings and Grounds Service:**

Baseline services provided by Building and Grounds (B&G) include normal maintenance and repair of all common landscaped areas including normal cleaning of paved areas (excluding parking lots), replanting of garden material, maintenance and repair of all irrigation systems, and trimming of trees and shrubs for all State-funded academic facilities utilized by the University.

B&G will provide for normal cleaning and trash removal in all classrooms, bathrooms, offices and common areas in all State-funded academic facilities utilized by the University. These services include periodic stripping and re-waxing of floors, cleaning of windows and blinds, and shampooing of carpets.

Janitorial services to Non-State facilities, such as student housing, student unions and east campus housing and related facilities, will be provided on a charge back basis based on either the hourly rate listed below or on a negotiated contract rate. The level of baseline services provided may vary depending upon available funding for staffing.

B&G will provide warehouse space and shipping and receiving services for all University-related functions including delivery to State-funded/owned buildings. B&G will move and setup furniture and equipment within the limits of available trained staff and equipment at the time of the original occupancy of a facility.

When ordering furniture, end-user departmental staff should ask for quotes that include costs to deliver/assemble/install furniture as part of the purchase price. Procurement staff shall check requests for goods and services to ensure such costs are included before placing furniture orders. B&G will provide for inter and intra-building moves of furniture and office equipment when related to the occupancy of a new building or directly related to the academic mission of the University.

### **Items Not Covered In Baseline Buildings and Grounds Service:**

B&G will not accept delivery of any material or items that are not the property of the university. B&G will not be responsible for any personal items delivered to the warehouse or anywhere else on campus.



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## Policy on OPC Chargebacks

### Special Events

B&G will provide normal janitorial services including setup of tables, chairs, and other required furniture, and clean up for all university events directly related to the academic mission of the University. An Internal Reservation Request form must be completed by the requesting campus department and submitted to OPC 5 days prior to an event. The form must include all required approval signatures prior to submission.

B&G will provide janitorial services and other services on a charge back basis for events sponsored by the CSUCI Foundation, University Glen Corporation, the Site Authority, as well as other groups, foundations and non-profit organizations.

A list of services and related charges will be published and updated regularly to reflect actual costs in accordance with the law.

Superseded