

Ohio Agricultural Research and Development Center Cost Policy for Departments and Facilities Services Related to Construction, Renovation, Maintenance and Repair of Facilities on the Wooster Campus and Outlying Agriculture Research Stations

Implemented 1 September 2004

I. Purpose

Facilities Services has developed this document to define and clarify which services are funded through their budget allocation and which services are the responsibilities of departments and central administration. This document replaces the current policy established in a December 9, 1993 memorandum from the Director's office to Chairs, Associate Chairs, and Service Department Heads on the OARDC Wooster campus. The current policy is substantially the same in terms of content, but it seeks to eliminate areas where responsibilities have been unclear or where there are newer items which were not referred to in the earlier memorandum. This policy establishes the responsibility for funding facilities work including, but not limited to, maintenance, repairs, construction, renovation, equipment installation, and other related activities for OARDC facilities on the Wooster Campus and Outlying Agriculture Research Stations.

II. Rationale

The successful pursuit of the OARDC mission requires the construction, renovation and maintenance of a physical plant and facilities that support the research functions of the various OARDC departments. Facilities Services has the responsibility to maintain the facilities (buildings, roads, utilities) and the power plant in operating condition to serve the function for which they were designed. Departments and Facilities Services share the financial responsibility for maintenance, repairs, and other related expenses for facilities. This document was developed to provide guidelines on the responsibilities of academic and service departments and Facilities Services related to the construction, renovation and maintenance costs of facilities on the OARDC Wooster campus.

III. Definition of Infrastructure

Infrastructure is defined as the basic facilities, equipment and installations needed for the functioning of a system or organization (American Heritage Dictionary, 2nd ed. 1985). Basic refers to the generic design of facilities to provide physical structures, utilities, life safety installations (fire and smoke alarms, emergency lighting, emergency exits and fume hoods for example) and certain types of environmental control equipment, that would be built into a research building (examples include built in coolers, built in freezers and built in incubators and building temperature control systems), that if removed, would render the facility unsuitable for research programs. This definition implies a "common sense" interpretation of a "typical" research building. Specifically, Facilities Services is responsible for the maintenance, repair and operation of buildings, fixed and movable equipment that are an integral part of the building and utilities that are part of the facilities infrastructure.

IV. Types of Services

A. Capital Construction – Capital construction projects are defined by the state of Ohio as those exceeding \$1.5 million and funded through the State Capital appropriations. All these construction projects must be reviewed by the OARDC Capital Planning Committee and recommended to the Director for approval. These projects are administered through the OARDC Renovations and Planning Office and the OSU Architect's Office in Columbus. **Departments are not authorized to do their own capital construction projects.**

B. Renovation – Renovation projects funded with state supplemental renovation dollars range from \$25,000 to \$1,499,999. **These projects require the approval of the Renovation Planning Office and the Director of OARDC.** This requirement ensures that the OSU Building Design Standards and applicable codes and standards are followed and that proper project review and documentation take place. **Departments are not authorized to undertake their own renovation projects using state supplemental renovation funds without OARDC and University approval.**

C. Facility Repairs and Maintenance – Refers to repairs and maintenance to the exterior and interior of buildings and building systems that are defined as infrastructure (section 3). Repairs and maintenance can be funded through local funds or other funds allocated to or generated by departments. Any project requiring an outside contractor requires the notification of Facilities Services regardless of the cost of the project. Departments can do small renovation projects of \$10,000 or less (replace carpet, installation of extra shelves, installation of equipment, etc.) but should inform Facilities Services or the Renovation and Planning Office in advance of when alterations are done. All projects in excess of \$10,000 require central approval from the Office of Renovation and Planning.

D. Equipment – Refers to specific items of equipment necessary for the functioning of a building (such as HVAC), life safety (fire alarms, fume hoods, emergency lighting, fire extinguishers, locks), and other building or laboratory functions. Equipment may be fixed (necessary for the functioning of the building) or movable (capable of being moved from building to building or room to room and not necessary for the functioning of the building). Specialty equipment that serves specific research program functions or department(s) is not considered fixed equipment. Size of equipment will not determine if it is fixed. Equipment bolted to a structure will not qualify as being fixed unless it is an essential part of the building regardless of occupants.

V. Academic and Service Departments Costs Related to the Maintaining of Facilities and Equipment

A. The costs associated with the purchase, installation, and maintenance of departmental equipment will be assumed by the department to the point the equipment ties in to the main utilities. The term department includes both academic, and service departments. A department will assume all costs related

to operating and maintaining facilities and equipment indicated in the following list (which is not to be considered an all-inclusive list):

1. Building interiors and exteriors, offices, lounges, lavatories and locker rooms.

- a. Office, seminar, lounge, conference and laboratory furniture, carrels, bookcases, cabinets, pictures, special classroom furniture and equipment and special wall coverings specifically required for a department's activities.
- b. Recording equipment, annunciators and signal systems designed for specific use and instructional purposes of the department only.
- c. Hand or electronically operated dumbwaiters for books, departmental equipment or supplies, mail cubicles, and drops.
- d. Booths designed for classroom or research work such as one way vision screens booths, radio broadcasting booths, wall and floor soundproofing, door soundproofing and light proofing.
- e. Open and glass enclosed bulletin boards and bulletin board lighting, directories, picture frames, any specialty built furniture, and pegboards used exclusively by specific departments. Departments are encouraged to seek commercially available items before submitting requests for specially built items.
- f. Lockers, locker benches, and movable coat racks.
- g. Key and lock changes initiated by the department.
- h. Elevated floors and cable racks for department systems.
- i. Vent piping and exhaust ductwork to the atmosphere above the roof line or to Facilities Services approved "tie in" points for either new installation or relocation of departmental equipment. Departments will be responsible for relocation costs if faculty is voluntarily moving to a new space when such a move is initiated by the faculty or department. For approved capital construction and renovation projects that require relocation of research laboratories and/or offices, the cost of relocating these individual, equipment, etc will be part of the costs of the project.
- j. Window draft deflectors and mirrors in areas other than public restrooms.
- k. Sash, screen and Venetian blind modifications, winter coverings, and bird control screening.
- l. Any non-routine interior or exterior maintenance requested by the department, including painting, replacement of original coverings or replacement of other facility components before they are scheduled for or need to be replaced. Need for replacement will be determined by the department chair/associate chair in consultation with Facilities Services.

2. Laboratories and laboratory equipment

- a. Equipment specific to experiments, individual investigator, or user group or an investigators program, this includes typical laboratory equipment such as centrifuges, sequencers, electrophoresis apparatus, scintillation counters, hot plates, incubators, photographic equipment, microscopes, water baths, shakers or rotators, pipetting devices, autoclaves and other general laboratory equipment.

- b. Supplemental refrigeration, air conditioning, ventilation and heating units exclusive to meet specialized requirements for rooms or research programs related to specific parameters that impact the outcome of experiments.
- c. Cold boxes (except walk-in freezers/coolers that are part of the facility infrastructure), biocontainment hood filters, environmental rooms, growth chambers, biocontainment hoods, and other laminar flow or specialized research hoods, soundproof rooms, audio rooms, and necessary operating equipment and services associated with these apparatus.
- d. Replacement and repair of specialty or supplemental lighting, washed air cooling systems, and computer control systems that were not part of the facility infrastructure.
- e. Replacement of laboratory tables and cases, sinks, lockers, laboratory stools, receptacles in raceways (if used for laboratory equipment purposes), all equipment used for instruction and research not indicated in Facilities Services responsibilities as detailed in Section VI.
- f. Replacement and repair of alarm systems that are an integral part of or associated with equipment defined in 2a to 2d.

3. Other equipment

- a. Presses and newspaper equipment, including material storage and disposal.
- b. Radios, buzzer systems, light dimming equipment, public address systems, closed circuit TV systems, towers and antennae systems installed for specific use by departments.
- c. Departmental shop equipment, including stock and storerooms.
- d. Screen doors are not normally required in University buildings, but where departmental need justify their use, the cost of purchase, plus installation and maintenance, are department expense.
- e. Service contracts on equipment listed in A2 and those normally and now paid by departments.

4. Mail and Mail Delivery

- a. Bulk mailings of 100 pieces or more
- b. Any costs for mail or packages above standard first class or standard UPS ground service.
- c. Additional costs such as insurance, and/or oversized package charges, or extra weight charges.

5. Pest control

- a. All pest control except that indicated in Section VI, 9. For example fly strips, purchase of bird netting, pesticides for topical or injection in animals, and spraying in greenhouses are the responsibilities of departments, investigators and/or user groups.

6. Phone and Phone Services

- a. Long Distance phone charges
- b. Purchase of or replacement of phones other than the standard phones originally placed in the department, at time of the last system upgrades.
- c. New installations requested by the department

7. Water, irrigation and animal watering systems

- a. Operating costs (salt, filters, chemicals) for DI and RO and other systems not for domestic use.
- b. Wall or other mounted specialized water systems in individual laboratories, rooms or other locations that are not part of the building DI, RO or domestic water system.
- c. Irrigation systems from the point of the connection to nearest existing system tie in for water.
- d. Animal watering systems from the point of the connection to nearest existing system tie in for water.

8. Utilities

- a. Purchase, installation, and replacement of utilities (water, sewer, electric, gas, compressed air, vacuums) needed for operating departmental equipment from the point of tie in. Department(s) should be informed prior to initiating work.

9. See Attachment A for Greenhouses.

10. See Attachment B for Animal Facilities.

VI. Costs Responsibilities of Facilities Services for Maintaining Buildings, Equipment and Campus Infrastructure

1. Building maintenance and repair exterior and interior

- a. Repair and maintenance of building exteriors, sidewalks, and walkways, including required exterior and interior doors, windows and door and window locks, tiles and original floor coverings.
- b. Routine exterior and interior painting, including washing of walls and woodwork.
- c. Public restrooms and toilet rooms including repairs, maintenance and/or replacement of furniture, installed fixtures such as lavatories, water closets, urinals, slop sinks, mirrors, soap dispensers, sanitary napkin cabinets, towel cabinets, etc.

2. Custodial Services (Schedules determined by Facilities Services)

- a. Routine sweeping and/or mopping of floors
- b. Vacuuming of approved carpeting.
- c. Periodic general dusting.
- d. Emptying of waste containers.
- e. Periodic cleaning, buffing, and waxing of floors.
- d. Periodic cleaning of interior and exterior windows.
- e. Cleaning of drinking fountains and all plumbing fixtures, exclusive of laboratory sinks.
- f. Furnishing and stocking of all materials and supplies required for custodial services: toilet paper, towels, and liquid hand soap where dispensers are provided by Facilities Services.
- g. Collection and removal of trash resulting from normal use when trash is deposited in waste containers.
- h. Cleaning of interior mirrors and glass in lounges and restrooms.

3. Elevators and Stairways

- a. Maintenance of elevator equipment, including passenger and freight elevators, but excluding elevators, dumbwaiters, tray conveyers, dock boards, for exclusive departmental use.
- b. Maintenance of steps in stairways and emergency exits.

4. Emergency Generators

- a. Maintenance of emergency generators or batteries in accordance with Campus Building Standards.

5. Fountains and Designated Memorials

- a. Maintenance of all fountains and designated memorials accepted as part of campus by Director's Office.

6. Keys, Locks and Security Entry Systems

- a. Facilities Services is responsible for maintaining door cores, locks and electrical or manual touch pads or card entry systems to buildings.
- b. Keys to buildings, rooms and elevators are issued by Facilities Services upon approval from the department chair, associate chair or head. The employee arrival/registration form is used for this purpose, and may be obtained from the employee's department office. Only Facilities Services is authorized to duplicate keys.
- c. Lost keys are replaced at the expense of the individual. A lost room key is \$15.00; a lost master (building or grand) is \$100.00. If a lock needs to be recored, the cost is \$50 per core.

7. Life Safety

- a. Installation and maintenance of all fire and smoke alarms, fire suppression systems, fume hoods, emergency lighting, fire extinguishers, and locks.
- b. Periodic certifications and testing of autoclaves but not service contracts on autoclaves.

8. Mail and Mail Delivery

- a. OARDC pays for mailing of standard or first class letters, and packages that are sent via UPS Ground. All other mail and shipments are paid for by the individual or department. This would include bulk mailings of 100 pieces or more.
- b. **Packages will not be accepted unless accompanied by an OARDC Shipping Form.**
- c. **The OARDC Mailroom cannot package hazardous materials (biological, chemical, radioactive) for shipping. Packages containing hazardous materials must be prepared in accordance with Federal and State regulations prior to delivery to the mailroom for shipping**

9. Pest Control

- a. Normal pest control services related to termites, bees (inside buildings, outside Research Operations responsibility), ants, cockroaches and other common insects and pests (rodents) that gain entry into buildings. Where possible long term solutions to preventing entry or pest or rodents should be considered rather than implementing annual control measures.
- b. Installation but not purchase of bird netting in farm, equipment storage or other buildings in which roosting birds are a problem.

10. Phone and Phone Services

- a. Maintenance of phone switch and associated hardware and software.
- b. Maintenance and replacement of standard analog phones in offices and labs, and digital phones in Departmental offices.
- c. Maintenance of all cabling and associated hardware in buildings.

11. Roads and Parking Lots

- a. Maintenance of campus roads and parking lots including paving, repairs, and chip and seal.
- b. Maintenance and replacement of curbs associated with campus roads and parking lots.
- c. Other outdoor areas such lawns, plantings, trees, and snow removal are covered by Research Operations.

12. Signage

- a. All exterior and interior signage.

13. Utilities and Associated Infrastructure

- a. Cost of all electric energy, potable and non-potable water whether supplied by municipal source or wells, chilled water, steam, and natural gas consumed, including cost of metering the electric energy, water, gas, and steam, except for Outlying Agriculture Research Stations, and other OARDC managed rental housing.
- b. Maintenance of general interior luminaries in offices, laboratories, lounges, restrooms and exterior street and building lights for general illumination.
- c. Maintenance of electrical distribution system to the point at which current is taken to supply utilization equipment (example: disconnect switch or receptacle outlet).
- d. Maintenance of heating units, piping and air conditioning systems for general heating and cooling of the building, including air compressors for supplying compressed air for temperature control and walk-in freezers/coolers that are part of the facility infrastructure.
- e. Maintenance of all steam, steam condensate, gas, potable and non potable water from either a municipal source or well, chilled water, and piping and auxiliary control equipment for the various distribution systems to the floor line below departmental equipment, at ceiling above, or walls adjacent to the apparatus.
- f. Maintenance of all general building; sump pumps, hot water heaters, and water softeners.
- g. Maintenance of chillers
- h. Maintenance of ventilating equipment and ductwork for the general ventilation of the building and fume hoods, exclusive of apparatus designed specifically for research purposes, such as in computer rooms, clean labs, and animal rooms.
- i. Drinking fountains, including potable water cooling equipment and distribution system.

14. DI, RO, and other specialized water systems

- a. Installation, replacement and maintenance of facility water systems including but not limited to DI and RO systems.

VII. Costs Related to Misuse of Facilities by Departments, Issues Related to Disposal of Departmental Surplus Equipment and Installations, Utility Corridors and Access

- A. Costs resulting from misuse of facilities or substandard installations (except those done by contractors or Facilities Services on approved construction and renovation projects) must be assumed by departments. Examples include:
1. Overloading electrical circuits.
 2. Negligent and excessive use of water.
 3. Misuse of drains by plugging or discharge of corrosive materials, animal bedding, when excessive and negligent. Replacement of all defective piping and removal of stoppage will be department expense.
 4. Damage to building or contents caused by negligence resulting in misuse of equipment.
 5. Damage to laboratory water-cooled equipment caused by absence of low pressure and/or high temperature automatic cutouts on equipment.
 6. Failure to install vacuum breakers on all potable service water connections.
- B. Specialized equipment and installations no longer used shall be disposed of at department expense. Departments retain proceeds from disposal.
- C. Departments shall provide access to mechanical areas in their assigned space to Facilities Services personnel. Mechanical equipment rooms are not to be used for storage of departmental equipment or materials. Access doors to mechanical rooms or utility tunnels are to remain closed and locked at all times for security.
- E. Electric heaters are not to be used for space heating unless approved by Facilities Services to meet safety and fire codes. Problems related to insufficient heat in facilities should be referred to Facilities Services who will either repair or improve the problem or if necessary authorize the use of supplemental heating sources on a temporary basis. Use of unapproved supplemental heating sources that result in fire or heat damage to the building, associated furnishings or infrastructure will be the responsibility of the department or individual in violation.
- F. Departments are also responsible for any repair costs contracted without authorization from Facilities Services (cannot charge Facilities Services for unauthorized repairs, replacements, renovations or construction).
- G. Facilities Services will bear the cost for damage to departmental equipment, building infrastructure that is the result of faulty installations by their personnel.
- H. In the event of loss of equipment, computer, etc., resulting from either infrastructure deficiencies or failures, weather damage, departments should work with Facilities Services and the OARDC Director's Office related to replacement of damaged items.

Attachment A
Ohio Agricultural Research and Development Center
Cost Policy for Departments and Facilities Services Related to
Renovation, Maintenance and Repair of Greenhouses on the Wooster
Campus and Outlying Agriculture Research Stations

Greenhouses are a specialty type facility that is essential to the research needs of those departments that use plants. The following list (which is non-inclusive) indicates responsibility for maintenance of greenhouses and associated equipment.

Department Responsibility:

1. Any supplemental or specialized system that is not part of the greenhouse infrastructure. This list also includes items that departments previously agreed to as the result of recommendations from an OARDC greenhouse committee (January 23, 2003). The list is not all-inclusive:
 - a. Water filtration or treatment systems and fertigation systems
 - b. Computer control system(s) for heating, cooling, irrigation, fertigation, environmental monitoring, curtain controls and other specialty functions that are not parts of the control system installed as part of building infrastructure.
 - c. Heating, cooling, temperature control or lighting controls that are not part of the building infrastructure.
 - d. Lighting, pumps, drive motors
2. Cooling systems pads
3. Fogging systems.
4. Watering systems beyond the tie in point to the main water system either potable or non-potable.
5. Shade cloth systems including the drive motors (to point of electrical tie in).
6. Pumps and associated piping and valves for under bench heating.

Facilities Services Responsibility:

1. Facilities Services will be responsible for maintenance of basic infrastructure of the facility:
 - a. Main building structure including doors, glass or plastic panels or plastic covering.
 - b. Restroom facilities (Not cleaning)
 - c. General heating and cooling systems
 - d. Exhaust fans and motors
 - e. Circulation pumps, valves, heating and cooling units, controls for heating and cooling
 - f. Emergency generators
 - g. Utilities to and in the building for general use and to the point of tie in for specialty equipment including switch or cutoff at tie in point

Attachment B
Ohio Agricultural Research and Development Center
Cost Policy for Departments and Facilities Services Related to
Renovation, Maintenance and Repair of Animal Facilities on the
Wooster Campus and Outlying Agriculture Research Stations

Animal facilities and barns are a specialty type facility essential for the research needs of departments that use animals. The following list (which is non-inclusive) indicates responsibility for maintenance of animal facilities in accordance with animal welfare regulations and associated equipment.

Department Responsibility:

1. Any supplemental or specialized system that is not part of the of the animal facility infrastructure. This includes the following items (the list is not all-inclusive):
 - a. Computer control system(s) for heating, cooling, feeding, water and other systems
 - b. Heating and cooling systems and fans
 - c. Environmental monitoring systems.
 - d. Animal monitoring pens and metabolic chambers.
 - e. Water filtration and/or treatment systems.
 - f. Lighting systems
 - g. Feed handling and distribution equipment
 - h. Gates and pens in facilities and all fencing and gates for experimental treatments such as paddock or pasture lots. Research Operations is responsible for general fencing and gates on perimeter pasture areas at Wooster.
2. Installation and replacement of scales that were not part of facility infrastructure.
3. Utilities (including but not limited to water, gas, electric, phone service) into fields beyond point of tie in.
4. Gravel for areas other than roads or drives.

Facilities Services Responsibility:

1. Facilities Services will be responsible for maintenance of the basic facility infrastructure including:
 - a. Main building structure including roofs, doors, and windows.
 - b. Restroom facilities (Not cleaning)
 - c. General heating and cooling systems.
 - d. Maintenance and annual verification of installed scales.
 - e. Emergency generators and life safety equipment.
 - f. Utilities to and in the building for general use and to the point of tie in for supplemental and specialty equipment including switch for tie in.
 - g. Gravel for and upkeep of roads and drives.
 - h. Repair of gates and pens inside buildings and in livestock corral areas
 - i. The structural part of silos. Research Operations is responsible for silo loading and unloading equipment.
 - j. Pumps, associated piping, valves, and other equipment for manure handling. that is part of the facility infrastructure..