

**PLANT OPERATIONS
SERVICES**

This list of services generally applies to state funded facilities. Exceptions and building specific application of these services exist in many areas. Frequencies of services provided are based upon funding levels. Please contact the Plant Operations Dispatch Office at 801-581-7221 for all service requests.

	TASK	SERVICE PROVIDED?	PAID BY PLANT OPS	PAID BY DEPT	COMMENTS
Motor Pool					
	Daily vehicle rental	Yes		X	Please refer to PPM 5
	Long-term vehicle leases	Yes		X	Please refer to PPM 5
	Vehicle purchases	Yes		X	Please refer to PPM 5
	Preventive maintenance on vehicles	Yes		X	Performed at least once every 6 months.
	Vehicle repair services	Yes		X	Upon request
	Licensing and registration	Yes		X	Annual
	Emissions and inspections	Yes		X	
	Towing	Yes		X	
	Golf/Utility cart repair services and numbering ID	Yes		X	
Carpenter Shop					
	Cabinets and fixtures - build, install and repair. Modification of existing cabinets and fixtures	Yes		X	Detail drawing must be provided for any building and modifications
	Classroom furniture and fixtures - maintenance and repair	Yes	X		General use classrooms and teaching labs only
	Construct Plexiglas containers and devices	Yes		X	Detail drawing must be provided
	Sheetrock repairs	Yes	X		
	Ceiling tile repairs and replacement	Yes	X		
	Floor tile repairs and replacement	Yes	X		
	Baseboard repair and replacement	Yes	X		
	Carpet repairs	Yes	X		Repairs Only
	Carpet replacement	No			See Central Services
	Wood window frame, casement repair and adjustment	Yes	X		Wood only
	Modular furniture, assemble	Yes		X	
	Remodeling / Demolition	Yes		X	Must coordinate with Campus Design & Construction. Please refer to PPM 1-2
	Stair treads - install and repair	Yes	X		
	Hanging fixtures for departments	Yes		X	
	Repair departmental fixtures	Yes		X	
	Curtains and blinds - install	Yes		X	
	Hanging banners and signs	Yes	X		Subject to certain policy restrictions
	Hang and repair projection screens	No			Service provided by IMS
	Bathroom stalls, and fixtures	Yes	X		
	Fixed classroom seating	Yes	X		
	Maintain door closers	Yes	X		
	Install door closers (New Installation)	Yes		X	
	Maintain hinges and pivots	Yes	X		
	Thresholds and clearances	Yes	X		
	Weather strip, smoke seal, door bottoms, sweeps, etc (New Installation)	Yes	X		
	Weather strip, smoke seal, door bottoms, sweeps, etc (New Installation)	Yes		X	
	View lights, Mail slots, louvers, etc	Yes		X	Subject to approval by CD&C, EH&S
	New door installation	Yes		X	Please refer to PPM 1-2
	Door stops: floor mount, wall mount, etc.	Yes		X	New installation paid by department
	Door modification	Yes		X	Subject to approval by CD&C, EH&S
	Door jam repair	Yes	X		
	Overhead door remotes	Yes		X	
	Power assisted door operators (repair/replace)	Yes	X		
	Roof replacement	Yes	X		Coordinate with DFCM

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	Roof surveys, evaluations, and maintain a current roof replacement list	Yes	X		
	Roof repairs	Yes	X		Coordinate with DFCM
	Provide roof access	Yes		X	On an exception basis only
	Icicle removal	Yes	X		
	Rain gutter and roof drains	Yes	X		
	Debris removal from roof drains, downspouts	Yes	X		
	Roof penetration for new installations	Yes		X	
	Foundation leaks	Yes	X		
	Side walk repair and replacement	Yes	X		
	Curb and gutter repair and replace	Yes	X		In collaboration with Commuter Services
	Exterior stairs	Yes	X		
	Exterior masonry including brick, block, stone work, stucco, pavers	Yes	X		
	Mower strips and curbs	Yes	X		
	Outdoor light bases	Yes	X		
	Retaining walls around parking lots	Yes	X		In collaboration with Commuter Services
Grounds					
	Exterior trash cans, cigarette urns - perform general clean up	Yes	X		
	Trash can placement and pick up for scheduled special events	Yes		X	Call for placement of trash cans. A trash fee clean up fee is required during and after a special event.
	Mowing and weed whipping: weekly	Yes	X		
	Edging: bi-weekly	Yes	X		
	Fertilizing: Spring or Fall	Yes	X		
	Chemical application shrub beds: Spring and Fall	Yes	X		Pre and post emergent non-hazardous.
	Spray application for turf areas: Spring or Fall	Yes	X		Broad leaf pre and post emergent non-hazardous
	Spray application for weeds: weekly	Yes	X		Round Up non-hazardous
	Plant trimming as needed	Yes	X		
	Tree trimming and removal as needed	Yes	X		Only as a result of safety requirements, disease, or damaged by natural causes.
	Stairs and entrances - blow and sweep weekly	Yes	X		
	Irrigation (May-Oct 15th scheduled to run daily between 6 - 10:00 p.m.)				Locations vary throughout campus. Water established turf lawns 3 - 4 times a week, established shrubs and trees as needed, and water new turf daily for two weeks. All temperature dependant. Athletic fields, intramural fields and golf course will be watered as needed to keep turf healthy and safe.
	Irrigation systems maintenance	Yes	X		
	Landscape planting and preparing sod, seed, shrubs, trees, bulbs, perennial and annual flowers in designated area.	Yes	X		
	Interior plants in designated planters which are original building components - maintenance and replacement.	Yes	X		
	Plant maintenance for separated movable planters or containers	No		X	
	Golf course maintenance	Yes	X		

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	Designated flowerbed within campus - plant design and maintain	Yes	X		
	Grounds equipment repair: mowers, utility carts, edger's and etc.	Yes	X		Repair grounds department equipment only
	Intramural field maintenance	Yes	X		Shared cost with Athletics
	Lawn and garden maintenance for the Rosenblatt and Eccles house	Yes		X	
	Exterior pest management:	Yes	X		
	Snow and ice removal: sidewalks, stairs, entrances only.	Yes	X		de-icing material is applied
	Limited rental of trash cans, hoses, hose bibs	Yes		X	Customers must submit an online billable customer service request
Machine/Metals					
	Welding services: aluminum, stainless steel, brass, steel, and cast steel.	Yes	X		Handrail, doors, seating, windows, grates, fences, drains, etc.
	Projects outside normal maintenance scope are performed upon request and as shop schedule permits. Projects include: probes, hand rails, exhaust hoods, projector mounts, personal chair repairs, research projects, etc.	Yes		X	
	Rain gutter, furnace and A.C. venting, filter banks, fume hoods, siding, fan guards, etc. are all repaired or installed upon request.	Yes	X		
	Special exhaust venting, storage boxes, research projects, special off-set fittings, etc. - fabrication and repair	Yes		X	
	Fan shafts, brass plugs, pumps, and any unavailable part for windows, doors, motor shafts, etc. - fabrication and repair	Yes	X		
Paint Shop					
	Campus structures and interior paint	Yes	X		
	Campus buildings exterior paint	Yes	X		
	Remodeling painting	Yes		X	In collaboration with Campus Design and Construction
	Special glass services, desk & table tops	Yes		X	Emergency and Hazardous safety situations & customer glass requests
	Special glass services, windows & doors	Yes	X		
	Furniture refinishing, and spray painting of furniture, file cabinets	Yes		X	
	Engraving room numbers, nameplates for desk and walls, ADA	Yes	X		
	Engraving Braille, trophies, badges and awards	Yes		X	
	Interior & exterior vinyl letters for directional signs throughout campus.	Yes	X		
	Graffiti Removal	Yes	X		
Special Services					
	Carpet areas - vacuum	Yes	X		
	All glass - clean up	Yes	X		
	All garbage	Yes	X		
	Finished floors - scrub and mop	Yes	X		
	Dust all surfaces and vents	Yes	X		
	Water fountains - clean and disinfect	Yes	X		
	Training rooms disinfect	Yes	X		
	Restrooms and locker rooms disinfect	Yes	X		

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	Weight rooms disinfect	Yes	X		
	Wipe ALL surfaces with disinfect	Yes	X		
	Shampoo carpets 2 times yearly	Yes	X		
	Blood borne pathogen cleanup	Yes		X	
	Blinds cleaning and repair	Yes	X		
	Lights change and clean	Yes	X		
	Dispensers paper, soap, and other in all areas	Yes	X		
	Refinish wax floors	Yes		X	
	Refinish wood floors	Yes	X		
	Additional carpet shampooing	Yes		X	
	Campus set-up (canopies, tables, chairs, staging, podium and ect.)	Yes		X	
	Athletic event set-up inside JMHC between 7-4	Yes	X		
	Athletic event set-up inside JMHC after 4	Yes		X	
	Athletic event set-up outside JMHC	Yes		X	
	JMHC event set-up between 7-4	Yes	X		
	JMHC event set-up after 4	Yes		X	
	Hanging banners	Yes		X	See Central Services
	Rosenblatt and Eccles house set-up	Yes		X	
	Graduation functions between 7-4	Yes	X		
	Table and chair rental	Yes		X	
	Graduation functions after 4	Yes		X	
Transportation					
	Campus dumpster pickup - daily	Yes	X		Non-construction office waste in 6yd dumpsters
	Campus cleanup & landscape waste	Yes	X		Assist Grounds department with removal of yard waste
	Roll off containers for construction type waste	Yes		X	Departmental cleanups and remodeling
	Recycling of pallets and metal	Yes	X		
	University roads - cleaning and maintenance	Yes	X		
	Parking lots - cleaning and maintenance	Yes		X	At the request of Commuter Services
	Snow removal on University roads	Yes	X		
	Snow removal in parking lots	Yes		X	Coordinated through Commuter Services
	Emergency utility excavation and backfill	Yes	X		
	Concrete and asphalt demolition	Yes	X	X	Subject to individual situations
	Moving of office and lab equipment, furnishings	Yes		X	
	Forklift services	Yes		X	
	Pickup & delivery services	Yes		X	
	Transporting chemicals, hazardous waste	No			
Electric Shop	<i>All services provided are paid for by Plant Operations unless equipment is owned by an auxiliary or department.</i>				
	Transformers Medium Voltage	Yes	X		Oil and dry type transformers
	Distribution Panels	Yes	X		
	Sub Panels	Yes	X		
	Breakers	Yes	X		
	Exit Light Fixtures	Yes	X		
	Emergency Light Fixtures	Yes	X		
	Parking Lot Light Fixtures / Wiring	Yes		X	Parking Services
	Walkway Light Fixtures / Wiring	Yes	X		
	Exterior Building Light Fixtures	Yes	X		Except when attached to "auxiliary" buildings
	Interior Building Light Fixtures	Yes	X		
	Parking Lot Relamping	Yes		X	Parking Services

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	Walkway Relamping	Yes	X		Except at University Student Apartments
	Exterior Building Relamping	Yes	X		Except when attached to "auxiliary" buildings
	Gym and Pool Relamping	Yes	X		
	Room Remodels / Wiring, Fixtures, Outlets	Yes		X	
	Interior Building Wiring	Yes	X		
	Low Voltage Transformers	Yes	X		
	Switches / Dimmers	Yes	X		Dimmers, Single Pole, Three Ways, Four Ways and Low Voltage
	Outlets	Yes	X		15amp, 20amp, 15amp GFI and GFIC, 20amp GFI and GFIC
	Switch and Outlet Covers	Yes	X		
	Motors	Yes	X		1/8 to 100 HP
	VFD's Motor Drives	Yes	X		3HP to 100HP
	Saunas	Yes	X		
	Stoves, Cook tops / Control Wiring			X	
	Emergency Generator Transfer Switches	Yes	X		
	Snow Melt Stairs (Electric)	Yes	X		
	Motor Control Centers	Yes	X		Pumps, Fans and Boiler systems
	Wiring for TV's, VCR's and Media Centers		X		
Electronics Shop					
	Two-Way Radio Maintenance	Yes	X		Hand Held, Mobile, Base, Repeaters, Paging
	Sound Systems - Custom Set-up & Operation	Yes		X	Event specific
	Sound Equipment Rental	Yes		X	Amps, Mics, Speakers, CD, Cassette, Etc.
	Industrial Control and Automation	Yes	X		
	Laboratory Equipment Repair	Yes		X	
	Automatic Clock System	Yes	X		Where Systems exist
	Install & Maintain Video Surveillance Systems	Yes		X	Motion Activated Digital Recording
	Install & Maintain Security Systems	Yes	X	X	Departments pay installations
	Classroom Auditorium Sound Systems	Yes		X	Responsibility of IMS
HVAC	<i>All services provided are paid for by Plant Operations unless equipment is owned by an auxiliary or department.</i>				
	Chillers	Yes	X		
	Circulating Fans	Yes	X		
	Control Valves	Yes	X		
	Humidifiers	Yes	X		
	Emergency Generators	Yes	X		
	Air Compressors	Yes	X		
	Vacuum Pumps	Yes	X		
	Filters	Yes	X		
	Cooling Towers	Yes	X		
	Plate & Frame Heat Exchangers	Yes	X		
	Window A/C	Yes		X	
	Swamp Coolers	Yes		X	
	Circulating Pumps	Yes	X		
	Unit Ventilators	Yes	X		
	Water Treatment	Yes	X		
	Gas Control Valves	Yes	X		
	Forced Air Furnaces	Yes	X		
	Heating Coils	Yes	X		
	Cooling Coils	Yes	X		
	Dairy Cases	Yes		X	

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Walk-in Freezers	Yes	X		
Walk-in Refrigerators	Yes	X		
Drinking Fountains	Yes	X		
Roof Top Air Conditioners	Yes	X		
Air washers	Yes	X		
Expansion tanks	Yes	X		
Auto Claves	Yes		X	
Fume Hoods	Yes	X		Belts and Motors
Ice Machines	Yes		X	
Ultra Low Freezers	Yes		X	
Incubators	Yes		X	
Lyophilizers (lab equipment - freeze dryer)	Yes		X	
Chilled Water Piping	Yes	X		
Heating Water Piping	Yes	X		
Condenser Water Piping	Yes	X		
Heating water pumps		X		
Chilled water pumps		X		
Condenser pumps		X		
Domestic hot water pumps		X		
Sump Pumps	Yes	X		
Staefa and Metasys building automation	Yes	X		
Staefa and Metasys building automation	Yes	X		
Electronic and pneumatic Dampers	Yes	X		
Supply and exhaust air balancing	Yes	X		
Fume hoods and fume hood controls	Yes	X		
Building pneumatic and electronic system controls	Yes	X		
Mixing box controls pneumatic and electronic	Yes	X		
Air tracking systems	Yes	X		
Room sensors and thermostats electronic and pneumatic	Yes	X		
Building operator 24 hour monitoring and logging building equipment	Yes	X		
Tower level controls	Yes	X		
Chiller automation controls	Yes	X		
Air conditioning controls	Yes	X		
Reheat valve diaphragm or actuators	Yes	X		
Fountain level controls	Yes	X		
HTW Steam Producer	Yes	X		
HTW Space Heating Converter	Yes	X		
HTW Domestic Hot Water Converter	Yes	X		
HTW Generator	Yes	X		
HTW Generator Circulation Pumps	Yes	X		
HTW System Circulation Pumps	Yes	X		
HTW Pneumatic Control Valves	Yes	X		
Emergency Electric Diesel Generators	Yes	X		
HTW Distribution Manholes	Yes	X		
HTW Insulation	Yes	X		
HTW Manual Valves	Yes	X		
HTW Electric Valves	Yes	X		
HTW Electronic and Pneumatic Controls	Yes	X		
HTW Block Valves	Yes	X		
HTW Distribution Piping	Yes	X		
HTW Expansion Tanks	Yes	X		
HTW Fuel Tanks	Yes	X		
HTW Deareator Tanks	Yes	X		
HTW Treated Water Storage Tank	Yes	X		
HTW Water Softeners	Yes	X		
HTW Brine Tanks	Yes	X		

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	HTW Fuel Oil Pumps	Yes	X		
	HTW Fuel Oil Storage Tanks	Yes	X		
	HTW Safety Relief Valves	Yes	X		
	HTW Chemical water treatment	Yes	X		
	HTW Exhaust Stack Systems	Yes	X		
	HTW Ash Silo	Yes	X		
	HTW Distributive Control Systems	Yes	X		
	HTW uninterrupted power supply system	Yes	X		
	HTW Make Up Pumps	Yes	X		
	HTW Emergency make up pumps	Yes	X		
	HTW Cooling water system	Yes	X		
	Steam Boilers	Yes	X		
	Steam Traps	Yes	X		
	Steam Control Valves	Yes	X		
	Steam Coils	Yes	X		
	Steam Shut Off Valves	Yes	X		
	Steam Condensate Pipe	Yes	X		
	Steam High Pressure Distribution Pipe	Yes	X		
	Steam Spence Regulation Valves	Yes	X		
	Steam Safety Relief Valves	Yes	X		
	Steam Condensate Receiver Tanks	Yes	X		
	Steam Condensate Pumps	Yes	X		
	Steam Fan Coils	Yes	X		
	Steam Radiators	Yes	X		
	Steam Manholes	Yes	X		
	Steam Expansion Joints	Yes	X		
	Steam Transfer Pumps	Yes	X		
	Steam Chemical Water Treatment	Yes	X		
	Steam Insulation Covering	Yes	X		
	Meter Repair/Replacement	Yes	X		
Plumbing Shop	<i>All services provided are paid for by Plant Operations unless equipment is owned by an auxiliary or department.</i>				
	Restrooms fixtures, toilets, urinals, wash basins, floor drains, sinks and custodial sinks.	Yes	X		
	Steam Domestic Hot Water Converters	Yes	X		
	Decorative Fountains	Yes	X		
	Water Distribution Valves & Under Ground Piping	Yes	X		
	Fire Hydrants	Yes	X		
	Fire Sprinklers (supply only)	Yes	X		
	Pumping & Pressure Stations	Yes	X		
	Water Reservoirs	Yes	X		
	Water Sampling	Yes	X		Monthly samples or when investigating water quality
	Water filters	Yes	X		
	Water Softeners	Yes	X		
	Pressure Reducing valves (water, gas and air)	Yes	X		
	Building valves and piping (water, air, natural gas, vacuum)	Yes	X		
	Reverse osmosis and deionized pure water systems (faucets, piping, storage tanks and valves)	Yes	X		
	Fume Hoods	Yes	X		
	Laboratory utilities (water faucets, gas, air, vacuum and nitrogen valves)	Yes	X		
	Backflow Preventers	Yes	X		
	Dilution tanks and solid interceptors	Yes	X		

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	Relocation of lab utilities	Yes		X	Utility connections for dept. equipment
	Sewer Manholes (under ground sewer lines)	Yes	X		
	Natural gas system (interior & exterior)	Yes	X		
	Natorium (swimming, diving & whirl pools)	Yes	X		
	Water Heaters and storage tanks	Yes	X		
	Hot water tempering valves (building systems)	Yes	X		
	Grease Traps	Yes	X		
	Meter Repair/Replacement	Yes	X		
Central Services					
	Construction Estimates	Yes	X		
	Construction Project Coordination	Yes	X		
	Campus Shutdown Notification	Yes	X		
	Dispatch/Service Requests Operations	Yes	X		
	Plant Operations Invoicing & Billing Questions	Yes	X		
Custodial Services	<i>We Clean Academic Buildings only. Do not clean auxiliary, patient care, or Research Park facilities.</i>				
	Offices	Yes	X		
	Reception areas and research labs - 2 to 3 times/week	Yes	X		
	Public areas such as: auditoriums, elevators, entrys, gyms, hallways, museums, restrooms, stairs, teaching labs, theaters - Daily, 5 days/week	Yes	X		
	<i>What We Clean/Provide - note frequencies above</i>				
	Chalkboards/Whiteboards - clean boards and trays, provide chalk and erasures	Yes	X		
	Entrance glass - clean inside and out	Yes	X		
	Entries - sweep outside, vacuum mats	Yes	X		
	Floors - damp mop, dust mop, vacuum	Yes	X		
	Floors, hall - buff/dry clean	Yes	X		
	Garbage containers - empty and install liners	Yes	X		
	Lights, inside building fixtures - relamp/clean	Yes	X		
	Research labs - remove boxed, clean glassware and Sharps containers	Yes	X		
	Restroom fixtures/mirrors - clean/disinfect	Yes	X		
	Restroom dispensers - disinfect/supply, install/repair, & collect sanitary napkin money	Yes	X		
	Vents - dust/vacuum	Yes	X		
	Water fountains - clean/disinfect	Yes	X		
	Less Frequent Tasks				
	Dust/spot clean flat surfaces, door frames, switch plates	Yes	X		
	Floors, carpet - spot clean/shampoo	Yes	X		
	Floors, hard, finished: marble, painted concrete, terrazzo - scrub, polish, and/or finish	Yes	X		
	Floors, hard, unfinished: brick, concrete, granite, slate - scrub and or wet mop	Yes	X		

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	Floors, resilient: linoleum, vinyl - scrub & refinish	Yes	X		
	Snow removal from outside entries	Yes	X		
	Windows, all - clean	Yes	X		
	Windows, side glass at entries	Yes	X		
	Emergency Tasks				
	Bloodborne pathogen cleanup	Yes	X		
	Emergency, minor cleanup during scheduled work hours	Yes	X		
	Flood cleanup inside - remove water, install drying fans, shampoo carpet	Yes	X		
	Extra Services/Who pays?				
	Boxes for glassware and Sharps, in labs and Sharps container pickup	No			
	Blinds and Drapes - cleaning	No		X	
	Colored chalk and whiteboard markers	No		X	
	Custodial service during other than regularly scheduled work hours	Yes		X	
	Dispensers, paper, and soap supplies for labs, shops, studios, etc.	No		X	
	Food areas, auxiliary function: cafeteria, food preparation - cleaning	No		X	
	Food areas, private use: kitchen, lunch area, vending - limited cleaning to garbage containers and floors	Yes	X		
	Furniture & equipment, departmental - cleaning	No		X	
	Lights for department equipment, furniture, or IMS equipment	No		X	
	Postings in public areas - remove from entry glass and painted surfaces	Yes	X		
	Postings on ASUU and department bulletin boards - removal	No		X	
	Postings on public bulletin boards - removal	Yes	X		Outdated materials removed beginning semester
	Wall and ceiling cleaning	No		X	Recommend painting
	Wood floor refinishing	No		X	Paint Shop
	Pest Control - public areas (classrooms, restrooms, foyers, etc.)	Yes	X		
	Pest Control - private areas (offices, conference rooms, etc.) Cory may want to pay.	Yes		X	Arrangements made for a commercial pest control company
	Key Requests: Processing and Issuing	Yes	X		
	Aluminum can recycling	Yes	X		Containers provided near vending machines
	Cardboard recycling	Yes	X		
	Newsprint recycling	Yes	X		Containers provided near Chrony boxes
	Office paper recycling: copy, color, envelopes	Yes	X		BFI TOP containers available for dept. copy and/or storage areas. No magazines, books, cardboard
	Printer cartridge recycling	Yes	X		Arrangements for mailers by e-mailing: jlb@centralizedofficesupply
	Plastic Bottles PETE 1, HDPE 2	Yes	X		
	Telephone book recycling	Yes	X		Once per year, September thru November
Custodial Services - Key Shop	Key cutting for building, mechanical door locks	Yes	X		

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	Key cutting for files, desks, lockers, etc.	Yes		X	
	Maintenance, repair, and replacement for building, mechanical door locks	Yes	X		
	Maintenance and repair for file, desk, locker, etc. locks	Yes		X	
	Preventive maintenance of exterior, mechanical door locks	Yes	X		
	Rekeying of mechanical door locks	Yes		X	
	Safe opening, maintenance, or repair	No			
	Vehicle locks and keys	No			
	Electronic lock installation, repair, or maintenance	No			Contact UCard