

## Billable Work or Equipment Defined

Systems or equipment that a department requires that other users (or pool classrooms) would not require.

In general, net square feet, building envelope, and public space areas are maintained and serviced by FOD (this shows as non-billable in FacilityMax/Focus).

Another way to understand this is to visualize a building with no furniture, office machines, laboratory equipment, people, or other features — anything added to this space would be considered billable.

### Net Square Feet

- Empty interior space
- Interior areas that can be occupied or are accessible by foot; measured between wall faces
- Space constructed to meet future needs; space enclosed by an exterior building shell but otherwise unfinished inside

### Building Envelope

- Roof, exterior walls, exterior windows, gutters, downspouts

### Public Space Areas (non-assignable)

- Corridors, stairwells, lobbies, restrooms, circulation areas, outdoor spaces

## How Can Customers Buy Additional Services?

Facilities Operations and Development has the desire and technical expertise to provide billable services.

These services can be obtained by submitting a Service Request through Service2Facilities or by contacting their Zone Leader.

## How do you identify Billable vs. Non-Billable Services?

### 1 Identification ...

In some cases, services/equipment can be billable, and in other cases it's non-billable. To help define which category the service/equipment falls into, first answer the following questions:

- What is the service/equipment involved in the request?
- Who is the customer?
- For what department will the service be performed?

Consult with your District Leader about meeting with the customer (site visit) to review/define space and/or determine if there is a pre-existing collaborative agreement.

- Does a university auxiliary unit occupy the space (earning unit)? Do they make money using the space? (Ex, Mershon Auditorium)

### 2 Review resources ...

Reviewing the following resources can help to further define the space, services, and equipment involved and can help identify whether the service is billable or non-billable.

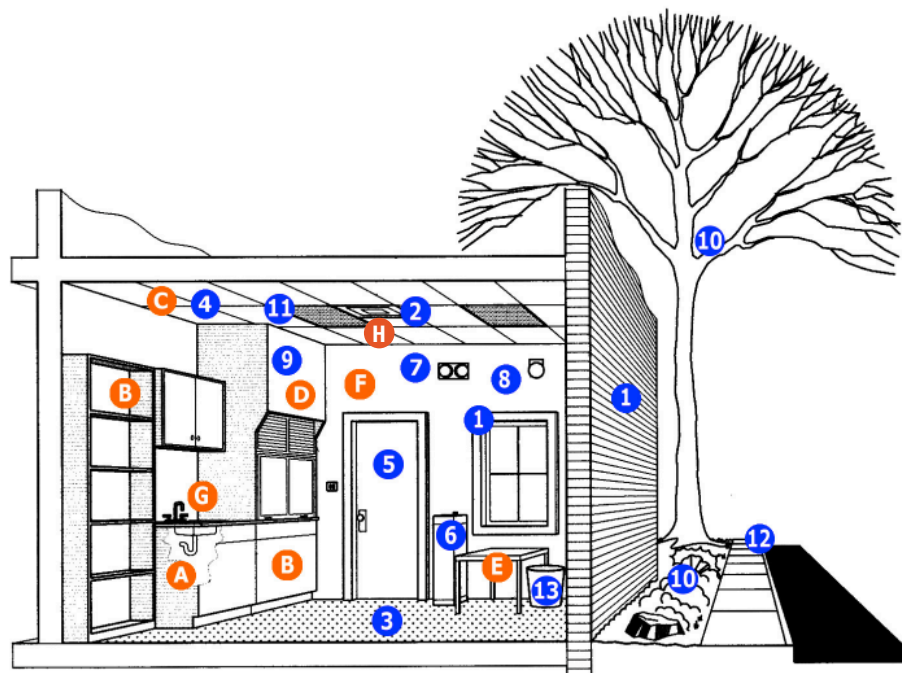
- Space 2000 – This program details building data; FOD IT must install this program on your computer.
- PM Inventory List – This online resource (Crystal Report) is accessed at [fod.osu.edu/fac\\_focus](http://fod.osu.edu/fac_focus) under the Inventory tab.
- Small Building Plans – Detailed building drawings can be reviewed through Fastlook (a program installed by FOD IT) or through the Building Archives at [fod.osu.edu/archives](http://fod.osu.edu/archives) (access might need to be granted by FOD IT).
- MOU (Memorandum of Understanding), POR (Program of Requirements) and project documentation (sign-off, equipment labeling, etc.) – These agreements are kept by FOD Design and Construction and may be obtained by calling 292-4458.

**Service2Facilities receives and expedites service requests from customers 24 hours a day, 365 days a year. Requests can be made by...**

phone 292-HELP  
fax 292-3389  
e-mail [service2facilities@osu.edu](mailto:service2facilities@osu.edu)  
web [fod.osu.edu/s2f](http://fod.osu.edu/s2f)

University Police 292-2121(non-emergency)  
Radiation Emergency 240-0705

To ensure immediate attention, emergency situations should be indicated when calling Service2Facilities.



## Billable Services

- A Acid drains & neutralization pits or sumps in research facilities**
  - Card access
- B Carpentry (fabricating shelves, bookcases, etc.)**
- C Ceiling tiles, specialty (lab animal & special research areas, ORs)**
  - Decommissioning activities
  - Doors, keys, locks for buildings that are not centrally funded
  - Electrified door hardware
  - Environmental alarms
  - Environmental permit fees
  - Equipment repair (department owned)
  - Eye wash/Safety Shower
- D Fume hood systems**
- E Furniture**
- F Interior finish**
  - Lighting (display cases, ORs)
  - Maintenance of departmental equipment
  - Moving (furniture, boxes, surplus equipment, etc.)
  - Personal dosimetry
  - Radioactive device licenses
  - Radioactive materials ... research cost - principal investigator
  - Radioactive waste
  - Security systems repairs & servicing
- G Sinks, faucets, & drains (in kitchens, labs, and research cabinets)**
  - Special events (trash removal)
  - Air conditioning systems for specific departmental use (computer/server rooms)
  - Window coverings (drapes, blinds) – installation & washing
  - Window washing
- H Special Environmental HVAC systems for lab animals, research equipment, etc.**

## Non-Billable Services

- 1 Building maintenance, exterior (roofs, masonry, windows, etc.)
- 2 Building systems (central HVAC, plumbing, electric)
- 3 Carpet cleaning annually (more frequently requires dept. funding)
- 4 Ceiling tiles
  - Chemical & infectious waste disposal
- 5 Doors
- 6 Drinking fountain
  - Elevator repair
- 7 Emergency lights
  - Extermination
- 8 Fire alarms
- 9 Fume hood testing
- 10 Grounds & landscaping
  - Housekeeping - routine cleaning for academic space and offices
- 11 Lighting fixtures
  - Occupational Safety, Health, & Education services
  - Radiation Safety Health Physics Services
- 12 Road & sidewalk repair
  - Sinks, faucets, & drains (restrooms)
  - Snow & ice removal
- 13 Trash removal
  - Utilities

## Examples of Billable Services

- Remodeling, conversion of space utilization, installation of specialized equipment affecting the building systems
- Repairing departmental equipment, i.e., electric fans, teaching aids, furniture
- Installing equipment that requires only minor structural changes (pictures, wall brackets, wall clocks, etc.) or changing the location of established equipment
- Fabricating shelves & equipment, nonscheduled painting, changing ventilation equipment, adding electrical service

## Examples of Non-Billable Services

- Maintenance resulting from normal wear and tear, including repair of plumbing, central HVAC, and electrical systems
- Maintenance of the building envelope, comprised of the roof, windows, foundation, walls, floors
- Maintenance of pool classroom furniture, scheduled painting
- Maintenance of public spaces – corridors, stairwells, lobbies