

On July 1, 2018 the below per labor-hour charges take effect for all billable services from Physical Plant. There are no anticipated changes in policy regarding what is a billable service vs. what is not. Please feel free to contact [Joyce Topshe](#) with any questions.

Fiscal Year 2019 Physical Plant Rate Schedule:

Custodial Services	Schedule	Billable Amount	Billable Amount to CFA
Routine Cleaning on a weekly basis	As scheduled by Physical Plant	No Charge	No Charge
Special cleaning and set up before and after events	Monday-Friday 8:30am-3:00pm	Flat Fee \$42	Billed at cost directly by SMG
	All Other Times	Minimum 2 hours @ \$42/hour	Minimum 2 hours @ cost billed directly by SMG

Moving Services	Schedule	Billable Amount	Billable Amount to CFA
Moving for recycling and composting programs	As scheduled by Physical Plant	No Charge	No Charge
All other moving services	Monday-Friday 7:00am-3:30pm	Minimum 1 hour @ \$51/hour	Minimum 1 hour @ \$51/hour
	All other Times	Minimum 2 hours @ \$51/hour	Minimum 2 hours @ \$51/hour

Physical Plant Trades Services	Schedule	Billable Amount	Billable Amount to CFA
Routine building maintenance, operations, and repair work	Monday-Friday 7:00am-3:30pm	No Charge	No Charge
Special requests, work on programmatic equipment, event staffing and other project-related work	All times	\$59/hour	\$59/hour

Billable Services:

Physical plant performs routine maintenance of campus buildings and grounds. Major Maintenance projects are funded separately, approved in advance based on priority, and posted on our [web page](#). Any work which exceeds routine or Major Maintenance is billable to the requesting department. At the customer's request, physical plant will provide a written estimate, in advance, for billable services. The customer may request that physical plant solicit competitive bids from outside contractors. The customer may then select the lowest acceptable bidder to complete the project within their desired time frame. Projects performed by outside contractors will be billed at cost.

Some examples of billable services include:

- Adding, eliminating or relocating utilities or architectural components, e.g., walls, doors, heating, ventilation, air conditioning, refrigeration, appliances, etc.
- Replacing finishes within the space that are not scheduled for replacement through routine or major maintenance
- Installation of furniture, hanging of pictures and/or shelving, relocating fixtures or lab equipment