

Beginning July 1, 2014 new billing rates will be in effect for all billable services from Physical Plant. These new rates are more closely aligned with actual physical plant labor costs. There are no anticipated changes in policy regarding what is a billable service vs. what is not. Hourly charges are per person. Please feel free to contact [Joyce Topshe](#) with any questions.

Wesleyan University
Fiscal 2015 Physical Plant Rate Schedule

Custodial, Moving and Event Set-ups	Schedule	Billable Amount to Wesleyan Departments	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 and projects	Monday-Friday 8:30am-3:00pm	Flat Fee \$39	Billed at cost directly by Sun Services
	All Other Times	Minimum charge/event 2 hours @ \$39/hour = \$78/event	Minimum charge/event 2 hours billed @ cost directly by Sun Services
Material Handling for Recycling Program including: cardboard, bottles/cans, paper, electronics, furniture. Furniture Inventory, Moving and Setups for Student Housing	As scheduled by Physical Plant	No Charge	No Charge
Moving Services	Monday-Friday 7:00am-3:30pm	Minimum 1 hour @ \$47/hour	Minimum 1 hour @ \$47/hour
	All other Times	Minimum 2 hours @ \$47/hour	Minimum 2 hours @ \$47/hour
Physical Plant Trades Work			
Routine building maintenance, operations, and repair work	Monday-Friday 7:00am-3:30pm	No Charge	No Charge
Special requests, event and project related work, work on academic program related equipment or fixtures	All times	\$53.00/hour	\$53.00/hour

Wesleyan University
 Fiscal 2014 Physical Plant Rate Schedule for non-Wesleyan departments/programs

Custodial, Moving and Event Set-ups	Schedule	Billable Amount to non-Wesleyan departments/programs
Routine Cleaning on a weekly basis	As scheduled by Physical Plant	As negotiated by contract
Special Cleaning and Set Up before and after events and projects	Monday-Friday 8:30am – 3:00pm	Minimum 1 hour @ \$47/hour
	All Other Times	Minimum 2 hours @ \$47/hour = \$94/event
Moving Services, Furniture Inventory, Moving and Setups for Student Housing, Material Handling for Recycling Program including: cardboard, bottles/cans, paper, electronics, furniture	Monday-Friday 7:00am-3:30pm	Minimum 1 hour @ \$47/hour
	All Other Times	Minimum 2 hours @ \$47/hour = \$94/event
Physical Plant Trades Work		
Routine building maintenance, operations, and repair work	Monday-Friday 7:00am-3:30pm	No Charge
Special requests, event and project related work, work on academic program related equipment or fixtures	All times	\$53.00/hour

Billable Projects-

Physical plant has a base budget to perform 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. Examples of billable projects include:

- changing the function or use of an architectural space
- changing the occupancy of an architectural space
- 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 approved for replacement through routine or major maintenance
- Installation of furniture, hanging of pictures and/or shelving, relocating fixtures or lab equipment

All billable projects will be billed at cost. Projects performed with in-house staff will be billed at \$53.00 per hour. Projects performed by outside contractors will be billed at cost. At the customer's request, physical plant will provide a written estimate, in advance for all billable project work. The customer may request that physical plant solicit competitive bids from 1 or 2 outside contractors. The customer may then select the lowest acceptable bidder to complete the project within their desired time frame.