

Division of Responsibility (“DoR”)

Operation and Maintenance Cost Responsibilities

University of Illinois Campus Administrative Manual (FO-29)

Purpose

This policy authorizes Facilities & Services (F&S) to establish guidelines setting forth the division of financial responsibility for the operation and maintenance of university buildings and their contents.

Scope

This policy applies to all Units of the university involved in the operation and maintenance of campus buildings, with the exception of Auxiliary Services buildings, certain specified departmental buildings, leased property, certain farm buildings, Willard Airport, and Robert Allerton Park, including but not limited to the Allerton Park and Retreat Center.

Authority

Office of the Executive Director of Facilities & Services

Policy

F&S has the primary responsibility to maintain university facilities in an operational and serviceable condition within a prescribed budget. Because F&S allocates the budget for its campus maintenance responsibilities based on the highest priorities, certain maintenance or related requests may be deferred due to budgetary constraints. F&S is responsible for the cost of general building operation and maintenance. A Unit is responsible for the purchase, installation, and maintenance of its departmental equipment.

Definitions

Auxiliary Services

means Campus Recreation, Document Services, Division of Intercollegiate Athletics, Illini Union, Illini Union Bookstore, McKinley Health Center, the Parking Department, and University Housing.

Department

means a college, school, department, division, institute, bureau, office, and/or center, as applicable.

Departmental Equipment

means equipment, either permanently installed or movable, which is primarily required by the nature of a Department’s activities.

Processes/Procedures/Guidelines

F&S publishes the [DoR Guidelines](#) on its website. F&S will permit electronic access to DoR documents via the [my.FS portal](#), provided that the individual seeking access has completed the required [DoR Access Consent Form](#) and returned to the Division of Responsibility Coordinator.

F&S will publish [guidelines](#) setting forth the division of financial responsibilities among F&S and other university Units for the operation and maintenance of certain facilities. The financial responsibilities include such expenses for the operation and maintenance of building exteriors and interiors, plumbing, heating, ventilation and air-conditioning, electrical, custodial services, lifts and conveyances, and grounds and waste management. F&S and the respective Unit will collaborate in developing individual building Asset Clarification Sheets (formerly “exception sheets”) for exceptions to the [DoR Guidelines](#).

Contact: For questions about responsibilities, contact the DoR Coordinator or the F&S Service Office, (217) 333-0340, fsserviceoffice@illinois.edu.

Version: Revision 5	Revised by: Facilities & Services	Date: October 22 nd , 2019
---------------------	-----------------------------------	---------------------------------------

University of Illinois at Urbana-Champaign
Facilities & Services Division of Responsibility
Standard Boilerplate Document

INTRODUCTION:

FO-29 of the Campus Administrative Manual defines the division of responsibility for the operation and maintenance of buildings and equipment. The CAM and this Boilerplate Document are intended to serve as guides and provide examples, not an exhaustive listing of financial responsibility. The term "unit/department" as used herein includes colleges, schools, divisions, institutes, bureaus, offices and centers.

The cost of general building operation and maintenance, exclusive of auxiliary services and housing properties, some leased property, and some farm properties, is assumed by F&S who will endeavor to allocate its budget to accomplish the highest priority responsibilities for the campus. Unit/departmental equipment will be considered that equipment, either permanently installed or movable, which is specifically required by the nature of a unit/department's activities.

As part of the Division of Responsibility process this document is utilized for each property. The Boilerplate is a general list for responsibilities. When there are unique items they will be listed on an Asset Clarification Sheet which is Appendix A of this Boilerplate.

There may be times in this process where a Unit/department and Facilities & Services have differing opinions as to the responsibility. Should that occur, the Division of Responsibility documentation will be submitted to the Provosts office for resolution.

F&S Responsibility	Department Responsibility
Building Exterior	Building Exterior
Standard envelope and cladding of the building such as: roofing, green roofing, gutters, downspouts, windows, curtain walls, ramps, handrails, guardrails, protective fencing, signage, doors, pest control, lightning protection, campus information kiosks, etc.	Specialty and non-standard exterior building treatments and Unit/Department requested items and finishes such as: flag poles, art/sculpture, screen doors, donor walls, fencing etc.
Window screens and storm windows where required by code such as food prep areas.	Unit/Department requested window screens and storm windows.
Solar collectors and photovoltaic systems and equipment.	Solar collectors and photovoltaic systems and equipment requested by and/or for Unit/Departmental use.
	Card access systems and related hardware.
Building Interior	Building Interior
Standard interior structural elements, finishes and hardware such as: interior doors (hinged sliding, fire, etc.), flooring, exterior window treatments, code required building signage, standard painting and finishes, pest control, fire protection equipment, handrails, standard glass curtain walls, etc.	Specialty and non-standard interior building elements, treatments and Unit/Department requested items and finishes such as: flooring (carpet, sheet vinyl, etc.), interior door and window treatments, specialty window treatments (motorized, blackout, curtains, draperies, etc.), specialty painting, wallpaper, non-standard interior doors and hardware, etc.
Interior glazing such as interior storefronts and curtain walls with standard glass.	Non-standard glazing such as fritted, frosted, opaque, engraved, or tinted.
Standard ceiling tile - 2x2 lay-in and standard 15/16" wide grid.	Non-standard ceiling tile such as revealed edge, metal, special ceiling trims and decorative ceilings.
	Elevated/raised floors such as in computer rooms.
	Furniture and furnishings in offices, seminar rooms, lounges, conference rooms, labs, etc. including coat racks, coat hooks, shelving, whiteboards, cabinetry, casework, etc.
	Any and all specialized equipment and furnishings exclusive to Unit/Departmental use including items such as sound proofing, light proofing, lab equipment, etc.
	Unit/Department directories and directional signage such as nameplates, door lettering, pegboards, bulletin boards, enclosed directories, etc.
	Non-standard handrail supports or infill (e.g., glass, and special metal materials).
	Finishes and structural elements for Unit/Departmental utilization such as: non-standard walls, folding partitions, observation windows, card access systems, etc.
	Special fire detection and suppression systems (e.g., dry, inert gas, or chemical) and fire suppression or extinguishers requested by a Unit/Department or for Unit/Departmental use.

	Lock changes, rekeying and key duplication.
	Special pest control for animal rooms, farm areas, and fly control including Unit/Departmental carcass disposal, and related odor control.
Electrical	Electrical
Standard interior and exterior lighting for general illumination.	Task/Specialty lighting such as light dimming equipment, light timers, track lighting, desk lamps, floor lamps, architectural, etc.
Electric clocks installed in public corridors and General Use Classrooms	Electric clocks other than those installed in public areas and General Use classrooms.
Emergency batteries or generators required for life safety and installed in accordance with Campus Bldg. Standards.	Emergency batteries or generators required for items other than life safety including emergency shut-off systems in labs.
Class bells	Radios, buzzer systems, public address systems, closed circuit TV systems, alarms systems, towers and antennae systems installed/used for specific Unit/Departmental use.
Standard occupancy sensor systems for general lighting.	Recording equipment, audio rooms, annunciators and signal systems designed for specific use of the Unit/Department.
General building electrical distribution system to the point at which current is taken to supply utilization equipment (i.e. Disconnect switch or receptacle outlet).	Electric system and controls from equipment to disconnect line switches within sight and within 10 feet of the apparatus as required by code.
	Unit/Departmental-installed raceways, Unit/Departmental receptacles exceeding 120 Volts and GFI breakers and GFI receptacles requested by a Unit/Department or for Unit/Departmental use.
	Unit/Departments maintain projection screens, projectors, cabinets, AV equipment, cable trays, and wireless networks in Unit/Departmental spaces for Unit/Departmental use.
HVAC (Heating, Ventilation, Air Conditioning)	HVAC (Heating, Ventilation, Air Conditioning)
Heating, air conditioning, refrigeration, and ventilation units and systems for general heating and cooling of the building, including ductwork, and heating and chilled water piping as well as humidification and dehumidification systems.	Heating, air conditioning, refrigeration, and ventilation units requested by a Unit/Department or for Unit/Departmental use, including built-in or movable cold/warm boxes, environmental rooms, growth chambers, etc., or associated equipment and services.
Air compressors and temperature control systems used for general building temperature control.	Window air conditioners, including sash, screen, glass and blind/shade modification, winter covers and pigeon control screening.
Steam, steam condensate, and temperature control equipment for general distribution systems, and for equipment of Unit/Departmental use to the room penetration (to the floor line below, ceiling above, or adjacent wall of the room).	Vent piping and exhaust ductwork for Unit/Departmental Equipment (e.g., fume hoods, supply/return/exhaust fans, snorkel exhausts, laminar flow benches and downdraft tables, with controls and dampers) to the atmosphere above the roofline or to the F&S approved "tie-in" points.

Ventilating equipment and ductwork for the general ventilation and exhaust of the building, including chill beams.	Ductwork and piping to the room penetration (to the floor line below, ceiling above, or adjacent wall of the room), including shutdown valves and controls, for equipment requested by a Unit/Department or for Unit/Departmental use.
Standard occupancy sensor systems for HVAC.	Special control equipment required on general systems requested by a Unit/Department or for Unit/Departmental use, and other control equipment requested by a Unit/Department or for Unit/Departmental use (e.g., valves, gages, monitoring devices, compressors, etc.).
	Humidification and dehumidification systems requested by a Unit/Department or for Unit/Departmental use.
	HEPA, carbon, or special filtration systems for Unit/Departmental use.
Plumbing	Plumbing
Public restrooms (open and available to all University employees and students) - lavatories, water closets, urinals, slop sinks, mirrors, soap dispensers, sanitary napkin cabinets, towel cabinets, partitions, showers.	Private restrooms - lavatories, toilets, urinals, showers, and all associated fixtures such as soap dispensers, towel cabinets, mirrors, etc.
Public drinking fountains.	Plumbing fixtures, such as sinks and towel cabinets, in conference rooms, lounges, offices, seminar rooms and laboratories.
General building use sump pumps, sewage ejectors, hot water heaters and water softeners	Reverse osmosis systems, DI water systems, process lab water systems and any other specialized water systems such as water softener systems exclusively for Unit/Department use.
Piping mains for potable water, soil, waste, return, and natural gas for the various distribution systems for Unit/Departmental equipment to the room penetration (to the floor line below, ceiling above or adjacent wall of the room).	Piping for potable water, soil, waste, return, and natural gas piping from the mains at the room penetration (at the floor below, the ceiling above, or adjacent wall) to the Unit/Departmental equipment, including shutdown valves and controls.
	Safety shower & eye wash stations.
	Swimming pools and associated equipment, fixtures, etc.
	Special gas systems such as nitrogen, hydrogen, helium argon, etc. for Unit/Departmental use.
Custodial/Janitorial Services	Custodial/Janitorial Services
Routine sweeping, vacuuming and/or mopping of approved flooring	Unit/Department requested carpet cleaning, extraction, etc.
Periodic cleaning, buffing and waxing of standard floors	All cleaning requests above and beyond the normal cleaning performed at F&S expense or when outside of the normal cleaning schedule.
Cleaning of public drinking fountains and plumbing fixtures in public restrooms as well as mirrors in public restrooms and classrooms.	Cleaning of sinks, toilets, refrigerators, etc. in labs, offices, lounges, conference rooms, etc.

Furnish materials/supplies for public restrooms; toilet paper, towels and hand soap.	Janitorial supplies for labs, offices, lounges, conference rooms, private restrooms, etc.
Walk-off mats at public entrances only.	Window washing/cleaning.
Collection and removal of trash resulting from normal use of rooms (when trash is deposited in wastebaskets).	Trash removal that is in excess of the amount generated from normal use of rooms.
Closing of all windows and locking of basement and first floor windows.	
General Use Classrooms as designated by Facility Management & Scheduling	
Instructional dry-erase and chalk boards.	
Seating - fixed, loose chairs, table arm chairs.	
Instructor's desk, podiums and lecterns.	
Permanent coat racks.	
Wastepaper baskets.	
Permanently mounted manual projection screens.	
Cleaning of dry-erase boards, chalkboards, chalk trays and the replacement of white chalk and erasers.	
Manual black-out shades on exterior windows.	
Media equipment controlled by Technology Services (See section below).	
Grounds and Waste Management	Grounds and Waste Management
Grounds maintenance (trees, shrubs, etc.).	Special grounds maintenance requested by a Unit/Department or for Unit/Departmental use
Hauling of trash resulting from normal building usage.	Hauling of excess waste.
Campus irrigation systems	Irrigation requested by a Unit/Department or for Unit/Departmental use.
Standard flower pots, urns, bicycle racks and benches	Flower pots and urns, and their content, requested by a Unit/Department or for Unit/Departmental use.
Standard pavement.	Special, decorative pavement.
Campus trash receptacles	
Lifts and Conveyance	Lifts and Conveyance
Wheelchair lifts, elevator equipment, including passenger and sidewalk elevators.	Elevators, dumbwaiters, trayveyors, dock boards and pneumatic tube systems for exclusive Unit/Departmental use.

Additional Departmental Costs & Information

1. Costs resulting from misuse of facilities, vandalism, accidents or substandard installations, must be assumed by Unit/Departments. Examples of such misuse include:
 - A. Overloading electrical circuits.
 - B. Excessive use of water.
 - C. Misuse of drains by plugging or discharge of corrosive materials, animal bedding, etc. Replacement of all defective piping and removal of stoppage will be Unit/Departmental expense.
 - D. Damage to Unit/Departmental water-cooled equipment caused by absence of low pressure and/or high temperature automatic cutouts on equipment.
 - E. Failure to install vacuum breakers on all potable service water connections.
 - F. Damage to building or contents caused by Unit/Departmental equipment or misuse.
 - G. Unauthorized use of chair lifts to move freight.
2. Unit/Departmental and F&S responsibilities concerning equipment and special installations:
 - A. Once the appropriate approval has been granted, the purchase, installation, and maintenance of Unit/Departmental equipment will be assumed by the Unit/Department.
 - B. Installation, with Unit/Departmental funds, of items normally maintained by F&S will be maintained by F&S, when it receives prior notice and agrees thereto.
 - C. All work must be performed within the guidelines of the U of I Facilities Standards and applicable building codes.
 - D. All equipment and specialized installations no longer used shall be disposed of at Unit/Departmental expense.
3. Unit/Departments shall provide access to mechanical areas in their space to F&S personnel.
4. Mechanical equipment rooms are not to be used for storage of Unit/Departmental equipment or materials.
5. Normally, electric heaters are not to be used for normal space heating. Problems relating to heating should be referred F&S, who, if necessary, may authorize the use of electric space heaters on a temporary basis.

Responsibility of Entities other than F&S and/or the Unit/Department

While this document primarily concerns building and maintenance issues between F&S and various Unit/Departments, the following is a list of items which are typically maintained by others:

Code Compliance and Fire Safety 265-6552

Normally, fire extinguishers will be provided within 75 feet of any location. When so provided, they are the responsibility of Code Compliance and Fire Safety. Additional extinguishers of varying types and sizes are required when special hazards exist such as in laboratories and shops. When specified, these additional extinguishers may be obtained from capital improvement funds for new buildings or for alterations. Otherwise, the Unit/Departments must pay for and maintain extinguishers when new hazards are created or existing hazards are identified.

Recommendations pertaining to type, size, and location of extinguishers may be obtained on request from Code Compliance and Fire Safety. In order to inspect and test fire extinguishers as required by state law, an inventory and inspection record is maintained by the Division of Environmental Health and Safety. Thus all request for extinguishers must be requisitioned from Code Compliance and Fire Safety.

Technology Services 217-244-7000

Technology Services is responsible for the design, coordination, and implementation of all on-campus low voltage media installation, and changes for voice and data services. Consulting, planning and coordination activities are provided at no cost. Technology Services has the final review, approval, and acceptance for all telecommunications products and facilities.

Normal maintenance costs up to the station voice-data outlet are covered in the monthly recurring charges paid to Technology Services for service. Telephone instruments and other associated premise equipment is considered as User-

owned moveable equipment and are maintained by either a service contract or on a time and material basis at Unit/Departmental expense.

Technology Services maintains Technology Services AV & telecommunication equipment, controls, raceway, cabling, racks, cable tray, jacks, & projectors; Technology Services wireless microphones; Technology Services cabinets, casework, and podiums; Technology Services wireless networking equipment; Technology Services security cameras. Technology Services controls all media equipment in General Use classroom space. If assistance is needed (passwords, etc.) or to report a problem with the media equipment, contact CITES at 333-8165.

Parking 333-3530

Campus Parking is financially responsible for most parking lots on campus and the repairs that may be needed including potholes, lighting issues, etc. To report an issue in a parking lot, please call 333-3530.