

UAFM Billable and Non-billable Services

Carpenter/Floor/Door Shops

Non-billable Services	Billable Services
<ul style="list-style-type: none">• Cabinet repairs• Door maintenance or repairs• Floor covering repairs• Maintenance of public areas and centrally scheduled classrooms	<ul style="list-style-type: none">• Furniture or cabinet construction• New door construction• New floor coverings (tile, VCT, carpet)

Custodial Services

Non-billable Services	Billable Services
<ul style="list-style-type: none">• Cleaning classrooms, meeting rooms, and offices• Cleaning public areas and restrooms• Carpet cleaning• Floor cleaning• Pest control (on request)• Recycled paper removal• Spill cleanup• Trash removal (interior)• Water removal• Interior window cleaning• Ground-level exterior window cleaning (main entrance doors and windows to buildings)	<ul style="list-style-type: none">• Move-out/Move-in cleaning of offices and labs• Golf cart cleaning• Refrigerator cleaning• Carpet cleaning (non-routine)• Floor refinishing (non-routine)• Negligence/vandalism• Special cleaning (non-routine)• Special event setup and cleanup• Upholstery cleaning• Wood floor refinishing• Exterior window cleaning above ground-level (only UAFM approved contractor)

Electric Shop

Non-billable Services	Billable Services
<ul style="list-style-type: none">• Maintain centralized clock systems	<ul style="list-style-type: none">• Audio support for special events• Temporary power for special events• Install new electrical wiring or fixtures• Modify existing electrical wiring or fixtures• Repair existing electrical wiring, outlets, switches, etc.• Replace lamps and ballasts

Elevator Shop

Non-billable Services

- Maintain and service elevators, dumbwaiters, wheelchair lifts, and stair lifts

Fire Safety

Billable Services

- Shutdown request
- Fire watch/guard request
- Replace batteries and test smoke detectors in outlying buildings
- Scheduled fire alarm testing
- Scheduled fire pump testing

Grounds Services

Non-billable Services	Billable Services
<ul style="list-style-type: none">• Athletic fields• Bee swarm removal• Flowers, shrubs, trees• Granite areas• Irrigation, sprinklers• Landscape maintenance• Masonry, plaster• Pavement, asphalt• Lawns• Sidewalks	<ul style="list-style-type: none">• Barricades for Special Events• Debris Removal (from remodel/demolition)• Equipment and Operator Rental• Masonry• Negligence/Vandalism Repairs• Special Events Assistance

HVAC/Mechanical Shop

Non-billable Services

- Maintain and repair mechanical and HVAC equipment
- Prepare estimates for replacement of mechanical and chilled water related equipment, (e.g. fan coils, air handling units, water circulating pumps, air compressors, vacuum pumps and exhaust fans)
- Flood-response during Monsoon season
- 24/7 off-shift coverage for the entire campus

Lock Shop/Key Desk

Non-billable Services	Billable Services
<ul style="list-style-type: none">• Door hardware service, repairs & adjustments• Exit device hardware service, repairs & adjustments• Broken key extraction from door locks• Replace worn or broken building keys• Review of construction hardware schedules• Life Safety and ADA compliance consultation• Building security consultation• Quotes for billable services	<ul style="list-style-type: none">• Door lock re-keying services• Door lock installation, new construction or renovations• Installation of stand-alone digital keypad locks• User code changes and battery replacement of stand-alone digital keypad locks• Repair or replacement of stand-alone digital keypad locks upon expiration of manufacturer's warranty• Door lock hardware function changes• Room lockout service• Locks and keys to file cabinets & desks• Additional security devices for file cabinets• Negligence/vandalism repairs• University keyed padlocks

Paint/Sign Shop

Non-billable Services	Billable Services
<ul style="list-style-type: none">• ADA-compliant signs• Restroom Signage• Building Identification• Sign design consulting/estimating• Secondary signs (on campus)	<ul style="list-style-type: none">• Manufacture and install name plates and holders• Vinyl names on ADA-compliant door plaques• Name tags• Metal and temporary signs• Directories• Banners• Lettering or logos on windows and walls• Custom retirement/special event cards• Secondary identification signs (off campus)

Plumbing Shop

Non-billable Services	Billable Services
<ul style="list-style-type: none">• Repair/maintain existing plumbing systems and fixtures for potable-water, chilled-water, steam, industrial-water, sanitary-sewers, natural-gas, HVAC hot/cold water, acid waste, and de-ionized/high-purity water• Backflow-preventer annual testing and maintenance• Eyewash and emergency shower station quarterly testing and maintenance• Prepare plumbing system modification estimates for in-house renovation projects• Blue-stake surveys	<ul style="list-style-type: none">• Construct and install new plumbing systems and fixtures for potable-water, chilled-water, steam, industrial-water, sanitary-sewers, natural-gas, HVAC hot/cold water, acid waste, and de-ionized/high-purity water• Upgrade equipment rooms• Upgrade bathrooms

Recycling and Waste Management

Billable Services

- Office Clean-outs
 - Bins or boxes for properly sorted materials
 - Education to ensure proper disposal of all materials
 - Removal of materials after proper sorting
- Confidential shredding services
- Recyclable materials
 - White office paper, paper, corrugated boxes
 - Books, journals, magazines
 - Plastic, aluminum and other metals
 - Print and toner cartridges
 - Green waste (for composting)
- Construction and demolition waste
 - 3-yard trainable dumpsters
- Indoor recycling containers
 - Medium box (desk-side office paper)
 - Large box (office paper, aluminum, plastic, newspaper)
- Outdoor recycling containers
 - "Ottos" (90-gallon barrels) behind buildings
 - Dumpsters (4-8 yard bins)
 - Clusters (group of 4 for newspaper, plastic, aluminum, and trash) in high-traffic areas
 - Blue barrels (newspaper or aluminum and plastic) in high-traffic areas
 - Rolling cardboard cages
- Document destruction

Renovation Services

Billable Services

- Change function of a room (must have Real Estate Administration and Risk Management Services approval).
- Divide offices, labs, or classrooms (must have Real Estate Administration and Risk Management Services approval).
- Relocate biological safety cabinets, fume hoods, ductwork, electrical, plumbing, cabinets, shelving, equipment, etc.
- Upgrade heating, cooling, and electrical (panels, and circuits), plumbing, etc.
- Construct walls, partitions, concrete pads, sidewalks, ramps and install windows.
- Fabricate cabinets, shelves, hoods, ductwork, and signs.
- Install equipment, piping, wiring, conduit, workstations, flooring (carpet or tile), cove-base, window-covering (blinds), soundproofing, ceiling-tile, thermostats, etc.
- ADA upgrades (construct ADA restrooms, offices, classrooms and labs, install automatic door openers, widen existing doorways, etc.)

Roof Shop

Non-billable Services

- Maintain roofing and moisture protection
- Quarterly roof inspections

Sheet Metal/Welding Shop

Non-billable Services	Billable Services
<ul style="list-style-type: none"> • Provide estimates for maintenance projects, in-house renovations and building system upgrades • Welding and sheet metal repairs • Certify and decontaminate built-in chemical fume hoods and biological safety cabinets 	<ul style="list-style-type: none"> • Certify and decontaminate stand-alone chemical fume hoods and biological safety cabinets • Design and fabricate laboratory apparatus and research related specialty products • Install air handlers, terminal units, refrigeration systems, related duct work and laboratory exhaust systems • Design and manufacture structures, awnings, industrial grade fabricated metal enclosures with integral automatic gates • Exotic and specialty welding

Special Events

Non-billable Services	Billable Services
<ul style="list-style-type: none"> • Coordinate with other professionals such as lighting specialists and party rental companies (tents, tables, chairs, etc.) • Small quantity of tables and chairs available for loan to approved student groups. • University departments may borrow select equipment for small events at no charge when they supply the vehicle and labor to pick up and return equipment. 	<ul style="list-style-type: none"> • Equipment rental and setup <ul style="list-style-type: none"> ○ Tables, chairs, linens ○ Risers, stages, steps, platforms, podiums ○ Flags (US, Arizona, UA) ○ Easels, stanchions, poster boards ○ Trash cans/recycle containers • Moving services (furniture, labs, equipment, boxes, or just about anything else) • Special event setups (on or off campus) • Silver and Sage Room (Old Main) reservation and setup