

	DEPARTMENT OF ADMINISTRATIVE SERVICES <b>POLICY MANUAL</b> ISSUING DIVISION: FACILITIES DIVISION	NUMBER 125-6-360
APPROVAL:		EFFECTIVE DATE March 1, 1998
SUBJECT: OPERATIONS AND MAINTENANCE SERVICES FOR STATE OFFICE BUILDINGS UNDER THE UNIFORM RENT PROGRAM:		PAGE 1 OF 3

**PURPOSE:** To specify the basic maintenance services provided by the Department for state office buildings under the Uniform Rent Program.

- POLICY:**
- I. The Division's O & M Section operates state office buildings under the Uniform Rent Program and provides the following maintenance services at no additional charge:
    - A. Maintenance of the building structure to meet applicable building codes;
    - B. Maintenance of basic building systems, surface finishes, and permanent fixtures requiring services of electricians, carpenters, plumbers, heating-ventilation-air conditioning specialists, locksmiths, painters and general maintenance persons;
    - C. Custodial services;
    - D. Fuels and utilities, including normal electrical services (see II.F. and II.G.).
  - II. The following items or services may be provided by the Division, at actual cost, for tenant state agencies in state office buildings under the Uniform Rent Program. Requesting agencies are encouraged to consult with the Division's O & M Manager to involve the Division in the planning stage and to seek any technical advice from the Division, as needed. The Division shall advise agencies to submit chargeable work requests in writing either by a memo or by a Purchase Order, and advise the agency of the estimated costs if requested.
    - A. Additional keys and special locks.
    - B. Installation of special lighting control devices or other special electrical services.
    - C. Replacement or repair of carpets due to an unusually excessive wear and tear as determined by the Division.
    - D. Minor office space remodeling work. In some instances, the Division may advise the requesting agency to process a Project Authorization Form in accordance with Policy Manual 125-6-210.

- E. Any modifications or additions to the building systems performed or provided by the Division to satisfy any unique need of the requesting agency, beyond the normal basic building maintenance services, such as special ventilation systems, dedicated electrical circuitry, installation of major energy consuming equipment such as computer systems, special window coverings, and the like.
  - F. Extended run times: any time a tenant agency requests heating or cooling for evening, weekend, or holiday time they will be charged by the hour based on electric/gas/oil/steam charges.
  - G. Exceptionally large computer rooms will be separately metered for electricity usage which will be billed directly to the owning agency.
  - H. Any other work or services provided by the Division at the request of the tenant agency which are not covered under I. of this Policy.
- III. Any remodeling work which changes any quantity of assigned space or changes the configuration of such space must be first approved by the Division. For such project, Space Request Form must be submitted along with Project Authorization (PA) Form to the Division for processing in the manner provided under the Department's Policy Manual 125-6-210.

**PROCEDURE:**ResponsibilityAction

State Agency

Notifies O & M of the needed maintenance, repairs or services. For minor or emergency work, call 378-3664 or write to the O & M Manager. All other work/service requests must be made in writing by a memo or a Purchase Order, and in some instances a Project Authorization Form, as needed. Sends the requests to:

Department of Administrative Services  
 Facilities Division  
 Operations and Maintenance Section Manager  
 1240 Ferry Street SE  
 Salem, Oregon 97301-4288

Operations and -  
 Maintenance  
 Section

1. Provides the basic building and grounds maintenance services according to this Policy.

ResponsibilityAction

2. Provides special services requested by tenant agencies as specified under II of this Policy, and bills the agency for the cost.
3. For all remodeling work or any major energy consuming equipment installation, advises and assists tenant agencies to complete Project Authorization Forms to be processed according to Policy Manual 125-6-210.

Office of Business  
Administration

Collects the cost of the Division provided Services as specified under 3 above.