

Activity 041 Tenant Services

Description

Activity 041 involves all costs incurred by ODOT crews/units for renting or operating a building or property that is either owned or rented/leased by ODOT.

Costs include, but are not limited to:

- Rent or lease costs.
- Utility costs, except costs of telephones, facsimile machines, and copiers.
- Custodial services.
- Providing and testing fire extinguishers.
- Replacing light bulbs.
- Washing windows.
- Cleaning carpets.
- Installing white, black, or bulletin boards, pictures, and clocks.
- Installing window coverings, including blinds, shades, or drapes.
- Installing or moving furniture or work stations.

General Information

Refer to discussion in the General Instructions section preceding Activity 014 in this section of the *Maintenance Guide* for additional information including environmental and traffic control recommendations and other important considerations.

Refer to Activities 047 and 048 for costs of telephones, facsimile machines, and copiers.

Refer to Activity F03 for work involved in maintaining the buildings, facilities, and grounds.

Measurement of Accomplishment, Expenditure Account, Charge Activity

Measurement is number of worker hours involved.

Expenditure account type is the building EA if ODOT owns the building or has assigned a building EA. The Crew indirect (IN) EA should be used if ODOT does not own the building and has not assigned a building EA; use a sub job appropriate for the crew performing the work.

- Charge all work and costs to Activity 041.