

*Columbia University Facilities
Maintenance, Repair & Custodial
Non-Chargeable & Chargeable Services
January 30, 2008*

Shop	Description	Non Chargeable	Chargeable to Requestor	Chargeable to Capital Project or Contractor	Chargeable to Risk Management if >\$1,000
ALL	Requests for Estimates, valued under \$10,000	X			
CP	Routine maintenance, repair and refinishing of existing wood surfaces, benches, railings, doors, door frames, windows, window frames, ceilings, chalkboards, chair railings, mop boards, walls and moldings	X			
CP	Fabricate, install and repair campus locator boards, public space and registrar classroom bulletin boards, street and building identification signs, main building directories for administrative and academic units and door signs	X			
CP	Estimate projects valued under \$10,000 that do not require consulting or testing services (i.e., asbestos, lead paint, etc.)	X			
CP	Estimate projects valued over \$10K that require consulting/testing services		X		
CP	Make, install and repair departmental or customized bulletin boards		X		
CP	Engrave residence, dining, department, door, desk and name signs		X		
CP	Perform minor remodeling projects such as constructing a new office, building new walls, etc.		X		
CP	Perform alterations, repairs or refinishing of office library, lounge, laboratory and kitchen furniture and equipment		X		
CP	Fabricate, install, move or repair shelves and wood cabinets		X		
CP	Carpentry services provided to auxiliary departments and special events		X		
CP	Walk-thrus for Project Managers or contractors and carpentry/access assistance during project work			X	
CP	Oversee ordering and repair of blinds/drapes		X		
CP	With help of Project Operations, oversee remodeling projects that could not be handled in-house			X	
EL	Maintain and repair existing campus primary and secondary electrical distribution systems, exterior/interior lighting systems, panels, circuit breakers, receptacles, switches, electric motors, exit and emergency lighting systems.	X			
EL	Maintain and test emergency backup generators	X			
EL	Relamp incandescent and fluorescent light fixtures	X			
EL	Upgrades or alterations to electrical systems and additions such as connections to new equipment and instruments and additional light fixtures		X		

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EL	Install, upgrade, maintain and repair departmentally dedicated lighting systems; desk, table & floor lamps; specialized lighting systems; modular office partition lighting & electrical systems; ovens & garbage disposals; sterilizers; centrifuges; fume hoods; environmental chambers; and pumps/equipment		X		
EL	Expand or modify electric systems to accommodate use change or load increases		X		
EL	Repair of lamps, fans, washing machines; dryers or other electrical equipment purchase by a department		X		
EL	Electrical services provided to auxiliary departments and special events		X		
EL	Walk-thrus for Project Managers or contractors and electrical/access assistance during project work			X	
EL	With help of Project Operations, oversee projects that could not be handled in-house			X	
LS	Maintain and repair existing standard mechanical door hardware devices and systems, lock cylinders, non-electric lock sets, door closer, panic hardware and door openers	X			
LS	Manager key control information/data	X			
LS	Install new locks and make new, duplicate and/or additional keys		X		
LS	Provide lock-out access/services with Public Safety approval		X		
LS	Install, maintain and repair departmental specialized door hardware, electronic security systems and cylinder keying and racing		X		
LS	Install, maintain and repair departmental specialized elector-mechanical (controlled access) door hardware, lock strikes & closed circuit equipment		X		
LS	Locksmith services provided to auxiliary departments and special events		X		
LS	Walk-thrus for Project Managers or contractors and locksmith/access assistance during project work			X	
MS	Repair surface due to plumbing or structural leak and/or flood	X			X
MS	Masonry work to all non-public areas including offices, labs, sequestered classrooms and other departmental spaces		X		
MS	Masonry services provided to auxiliary departments and special events		X		
MS	Walk-thrus for Project Managers or contractors and masonry assistance during project work			X	
MS	Masonry work in all public spaces and Registrar classrooms as required	X			
MS	With help of Project Operations, oversee projects that could not be handled in-house			X	

Shop	Description	Non Chargeable	Chargeable to Requestor	Chargeable to Capital Project or Contractor	Chargeable to Risk Management if >\$1,000
PB	Maintain and repair existing central plumbing and steam-heating systems, piping and fixtures, domestic water, public water fountains, sewers, venting systems, backflow prevention, gas valves piping systems and water heaters.	X			
PB	Maintain and repair central (non-research related), steam valves and piping, radiators, heat exchangers, meters, condensate return pumps and piping.	X			
PB	Install , modify and repair department dedicated plumbing, gas, compressed air, vacuum, cage washers, autoclave and steam systems and distilled water systems		X		
PB	Repair and testing of acid-waste systems, sand and drum traps and neutralizing tanks	X			
PB	Non-routine service due to user negligence or vandalism (providing the perpetrator is identified)		X		
PB	Plumbing services provided to auxiliary departments and special events		X		
PB	Walk-thrus for Project Managers or contractors and plumbing assistance during project work			X	
PB	With help of Project Operations, oversee projects that could not be handled in-house			X	
PT	Paint to repair surface due to plumbing or structural leak and/or flood	X			X
PT	Paint all public spaces and Registrar classrooms as required	X			
PT	Paint non-public areas including offices, labs, sequestered classrooms and other departmental spaces		X		
PT	Painting services provided to auxiliary departments/special events		X		
PT	Walk-thrus for Project Managers or contractors and painting/access assistance during project work			X	
PT	With help of Project Operations, oversee projects that could not be handled in-house			X	
GR	Maintain grounds, landscaping and irrigation systems	X			
GR	Apply pesticides, herbicides and fertilizers	X			
GR	Clean sidewalks, entrances and courtyards and remove snow/ice	X			
GR	Provide and maintain non-Campus Operations department requested additions to existing landscape		X		
GR	Provide non-routine grounds maintenance in support of special outdoor events; e.g., erecting tents, canopies, signs or nets; prep of lawns before/after event; clean before/during/after event; supply waste containers; etc.		X		
GR	Grounds services provided to auxiliary departments		X		
GR	Walk-thrus for Project Managers or contractors and grounds assistance during project work			X	

Shop	Description	Non Chargeable	Chargeable to Requestor	Chargeable to Capital Project or Contractor	Chargeable to Risk Management if >\$1,000
GR	Oversee and provide exterminating services for insects, rodents for outdoor space and bird control for all Morningside Academic buildings	X			
WM	Purchase, rent, maintain and replace trash receptacles, dumpsters and recycling containers for normal day-to-day waste removal	X			
WM	Collect and remove non-toxic, non-hazardous and recyclable wastes	X			
WM	Collect and remove bulk, construction and special event waste		X		
WM	Waste Management services provided to auxiliary departments and special events		X		
WM	Walk-thrus for Project Managers or contractors and waste management assistance during project work			X	
LA	Labor requirements in support of services provided by Campus Operations shops	X			
LA	Collect and dispose of bulk trash old computers, etc.		X		
LA	Move furniture and equipment in Registrar-scheduled classrooms		X		
LA	Move materials, furniture and equipment in all other areas and for special events		X		
LA	Pack, unpack or move sensitive equipment, such as computers, if the requesting department takes full responsibility for the items		X		
LA	Labor services provided to auxiliary departments		X		
LA	Walk-thrus for Project Managers or contractors and waste management assistance during project work			X	
SE	Provide liaison services between special event hosts, contractors, CU Facilities, Academic Operations and University personnel		X		
SE	Assist event organizers in planning service needs		X		
CU	<i>Daily</i> - Clean and disinfect all drinking fountains	X			
CU	<i>Weekly</i> - Clean and disinfect all public phones and booths	X			
CU	<i>Daily</i> - Clean building entry door glass	X			
CU	<i>Daily</i> - Clean chalkboard and trays in registrar & sequestered classrooms	X			
CU	<i>Daily</i> - Clean erasers. Replace chalk	X			
CU	<i>Daily</i> - Empty and clean all wastebaskets, receptacles and ash trays	X			
CU	<i>Daily</i> - Sweep all entrances, steps and exits	X			
CU	<i>Daily</i> - Remove gum and foreign matter on sight	X			
CU	<i>Daily</i> - Wash, sanitize and dry all bowls, seats, urinals, wash basins, showers and mirrors in restroom and locker rooms	X			

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CU	Daily - Sweep, wash and sanitize restroom/locker room floors	X			
CU	Weekly - Dust all sills, partitions and ledges in restroom and locker rooms	X			
CU	Monthly - Damp wipe and exterior and interior of waste cans and dispensing units in restroom and locker rooms	X			
CU	Daily - Fill dispensers with toilet tissue, paper towels and soap in restroom and locker rooms	X			
CU	Daily - Clean all partitions in restroom and locker rooms	X			
CU	Weekly - Hi/low and top dust all office, lab, classroom, reception and public space furnishing	X			
CU	Weekly - Mop hard surface laboratory floors	X			
CU	Weekly - Sweep and damp mop stairwells	X			
CU	Weekly - Clean all bright work in restroom and locker rooms	X			
CU	Weekly - Dust all door, wall and ceiling vents in restroom & locker rooms	X			
CU	Daily - Spot clean walls-remove fingerprints/liquid spray on walls	X			
CU	As necessary - Clean ceiling vents	X			
CU	Weekly - Damp wipe all telephones and computer tops	X			
CU	Weekly - Vacuum office carpets and dust as necessary	X			
CU	Annually - Wash, strip and refinish hard flooring in all classrooms, restrooms and public spaces	X			
CU	Annually - Remove stains and shampoo carpet in all classroom, reception and public spaces	X			
CU	Upon request - Oversee and provide exterminating services for insects and rodents for all Morningside Academic buildings	X			
CU	As necessary - Walk-thrus for Project Managers or Contractors and custodial assistance before/during/after project work			X	
CU	Weekend or special event cleaning services, scheduled or unscheduled		X		
CU	Contracted cleaning services with Health Services, John Jay, Telecommunications, Computer Center, Business School, Uris Deli/Cafeteria, Miller Theater, Dodge Physical Fitness Center and all auxiliary departments		X		
CU	Carpet cleaning or tiled floor refinishing over and above annual service		X		
CU	Window washing and cleaning of window treatments		X		
CU	Cleaning of walls (above hand reach) and ceilings		X		
CU	Custodial services provided to auxiliary departments		X		
CU	Clean interior and exterior (wash and/or/wax) all department furniture, files, chairs, etc.		X		

Shop	Description	Non Chargeable	Chargeable to Requestor	Chargeable to Capital Project or Contractor	Chargeable to Risk Management if >\$1,000
FS	Maintain, inspection, testing and repair of fire alarm systems, fire extinguishers and smoke detectors.	X			
FS	Acceptance test all new fire systems	X			
FS	Assist FDNY regarding system issues and in responding to fire calls: Identify problems; Restore systems to normal operating condition.	X			
FS	Provide additional fire extinguishers or smoke detectors in excess of what is required by law		X		
FS	Walk-thrus for Project Managers or contractors and Fire Safety assistance during project work			X	
VT	Maintain and repair elevators, lifts, dumbwaiters, and escalators	X			
VT	Conduct safety checks required by New York City Code and ANSI standards	X			
VT	Provide IRE, Faculty House, Dining Services, with maintenance service		X		
VT	Install, upgrade, or repair departmentally dedicated systems, and systems in IRE, Faculty House, Dining Services		X		
VT	Provide exclusive use and/or operators for special events		X		
VT	Provide additional and/or dedicated keys for elevator control panels		X		
VT	Walk-thrus for Project Managers or contractors and Elevator assistance during project work			X	
EC/HV	Maintain and repair existing temperature control computer systems regulating central building and standard mechanical units.	X			
EC/HV	Maintain controls network, building automation systems, and alarms.	X			
EC/HV	Repair and maintain building- or loop-dedicated compressed air systems.	X			
EC/HV	Monitor temperature controls for special events, classes and administrative functions	X			
EC/HV	Operate, maintain and repair existing building mechanical systems: Central heating, ventilating, air conditioning systems and Public drinking fountain refrigeration units.	X			
EC/HV	Operate, maintain and repair Departmentally-dedicated temperature control systems or environmental chambers		X		
EC/HV	Operate, maintain and repair building mechanical and temperature control systems for Dining Services, Faculty House, and all Residential facilities.		X		
EC/HV	Walk-thrus for Project Managers or contractors and HVAC/ECT assistance during project work			X	
SM/CM	Repair and maintenance of all steam and chilled water lines on the Morningside campus. Service on central, "public-use" steam systems and their associated hardware	X			
SM/CM	Repair and maintenance of steam and chilled water lines on Localized steam and chilled water systems		X		

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	Dedicated to a specific department or use				
SM/CM	Walk-thrus for Project Managers or contractors and steam and chilled water assistance during project work			X	