



TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER EL PASO

Operating Policy and Procedure

HSCEP OP: 61.14, Physical Plant and Support Services Fees

PURPOSE: The purpose of this Texas Tech University Health Sciences Center El Paso (TTUHSC El Paso) Operating Policy and Procedure (HSCEP OP) is to establish the framework for fees charged on work (e.g. construction projects) and services provided by the Office of Physical Plant and Support Services.

REVIEW: This HSCEP OP will be reviewed on June 1 of each even-numbered year (ENY) by the Managing Director for Physical Plant and Support Services or designees, with recommendation for revisions submitted to the Chief Financial Officer (CFO) or designee.

POLICY/PROCEDURE:

1. Project Fees.

- a. A fee will be charged for all project planning, design and management services provided by the Physical Plant.
- b. Project management fees will be 5% of cost for projects below \$100,000.00 and 3% for projects \$100,000.00 and above.
- c. Fees for estimates, technical support and simple projects, such as room signage and furniture orders, will be based on actual expenses.
- d. Projects are submitted and approved through the processes outlined in HSCEP OP 61.02 and in HSCEP OP 61.20.
- e. Questions should be directed to Physical Plant Administration at 915-215-4500.

2. Maintenance and Related Fees.

- a. Departmental work requests, other than normal maintenance, will be charged \$20 per hour for work completed during normal business hours, 8 am to 5 pm. Work outside of these hours will be charged at an overtime rate of \$30 per hour. Minimum charge is 30 minutes, billable in 15-minute increments thereafter. Material costs will be billed in addition to these hourly labor costs.
- b. Approved TTUHSC EP campus administrative personnel will submit work requests through WebTMA System. TTUHSC EP work requests will be submitted through the process outlined in HSCEP OPs 61.02 and 61.20.
- c. Questions should be directed to appropriate office: El Paso FOM Office at 915-215-4500.

3. Safety Services Charges.

- a. Requests for alcohol and hazardous waste disposal are called in to 915-215-4820.

- b. Alcohol is purchased in bulk and stored by Safety Services. The stored alcohol is dispensed at current market rate.
- c. Disposal of hazardous wastes, such as those which utilize Mediwaste Disposal are charged at the contract rates.

4. Housekeeping, Additional / Unscheduled Service Fees.

- a. Departments may request additional / unscheduled housekeeping services. These services are charged to the requesting department based on an hourly rate and square footage depending on the requested services. Contact the Physical Plant/ FOM for fees, requesting procedures or other related questions at 915-215-4500.
- b. All requests require a minimum of 48-hours' notice and should be submitted to Physical Plant /Work Control Office. All requests must be reviewed and approved, and have an approved funding source (FOP) prior to proceeding with the requested work.
- c. Additional / unscheduled services include but are not limited to: carpet shampooing, floor stripping & waxing, construction clean-up, setups for special events, weekend and holiday services, after hours services, additional cleaning, special requests, and clean-up after conferences and other institutional events.
- d. The requesting department is responsible for repair costs for any damage caused to the facility that occurs during their sponsored event or setups. Contractors and method of repair will be selected and overseen by Physical Plant / FOM department.