

UNIVERSITY OF MANITOBA POLICY

Policy:	PHYSICAL PLANT SERVICE REQUESTS AND CHARGING
Effective Date:	May 12, 2011
Revised Date:	July 2, 2013
Review Date:	May 12, 2021
Approving Body:	Administration: Vice-President (Administration)
Authority:	
Responsible Executive Officer:	Vice-President (Administration)
Delegate:	Director of Physical Plant
Contact:	Director of Physical Plant
Application:	Board of Governors members; Senate members; Faculty/School Councils; Students; All External Parties; All Employees

Part I Reason for Policy

- 1.1 The purpose of this policy is to define responsibility for the cost of services provided by Physical Plant. This includes maintenance of buildings, equipment, and furnishings; delivery services; and caretaking services.

Part II Policy Content

- 2.1 Physical Plant is funded for provision of maintenance, caretaking, and delivery services to the University of Manitoba (all faculties, schools, colleges, academic areas, administrative support units, student organizations, and the William Norrie Centre), in support of its academic and teaching pursuits. These services within the resources available will include:
- (a) Maintenance of buildings and integral equipment, including all structural, architectural, mechanical, electrical, and life safety systems.
 - (b) Provision and maintenance of utilities to buildings and integral equipment.

- (c) Maintenance of infrastructure.
 - (d) Maintenance of grounds, roads, sidewalks.
 - (e) Caretaking services.
 - (f) Delivery services to support academic functions or activities.
 - (g) Maintenance of equipment and furnishings used in the direct delivery of teaching services.
- 2.2 These services will be provided, for a fee, to Ancillary Services including Residences, Food Service, Bookstore, Parking Services; University tenants; St. John's College Residence, Chapel, and Cafeteria. All of the costs involved will be charged to those organizations. Please see "Physical Plant Service Requests and Charging Procedures" for specific details.
- 2.3 Remote research stations are generally self-sustaining in terms of building and equipment maintenance, maintenance of grounds, roads, sidewalks, and caretaking services. However, if the service needs of these facilities are beyond the capabilities of on-site / local personnel, Physical Plant will provide support as resources allow.
- 2.4 Organizations or individuals which are funded for research purposes, and those organizations which are income producing, are responsible for:
- (a) Maintenance of furnishings and equipment which are not an integral part of the building structure, and which are being used for research or income producing activities.
 - (b) Delivery services used to support research or income producing activities.
- 2.5 Supply and installation of new furnishings and equipment, which are not an integral part of the building structure, is the financial responsibility of the faculty, support unit, or organization.
- 2.6 Services which are normally provided by Physical Plant but which may be requested by a faculty or support unit to be provided more frequently than Physical Plant's resources will permit, will be the financial responsibility of the requesting department:
- (a) Items which are an integral part of a building and which are normally maintained by Physical Plant, may be replaced or upgraded at the expense of the requesting department, if the replacement or upgrade is not required due to "normal wear and tear", but is required for cosmetic or convenience reasons.

- (b) Caretaking services, additional to scheduled services, may be charged to the requesting department, depending upon the availability of resources.

Part III Accountability

- 3.1 The Office of Legal Counsel is responsible for advising the Vice-President (Administration) that a formal review of this Policy is required.
- 3.2 The Director of Physical Plant is responsible for the implementation, administration and review of this Policy.
- 3.3 Board of Governors members, Senate members, Faculty/School Councils, Students, All External Parties, and All Employees are responsible for complying with this Policy.

Part IV Authority to Approve Procedures

- 4.1 The Vice-President (Administration) may approve Procedures, if applicable, which are secondary to and comply with this Policy.

Part V Review

- 5.1 Governing Document reviews shall be conducted every ten (10) years. The next scheduled review date for this Policy is May 12, 2021.
- 5.2 In the interim, this Policy may be revised or repealed if:
 - (a) the Vice-President (Administration) or Approving Body deems it necessary or desirable to do so;
 - (b) the Policy is no longer legislatively or statutorily compliant; and/or
 - (c) the Policy is now in conflict with another Governing Document.
- 5.3 If this Policy is revised or repealed, all Secondary Documents will be reviewed as soon as reasonably possible in order to ensure that they:
 - (a) comply with the revised Policy; or
 - (b) are in turn repealed.

Part VI
Effect on Previous Statements

- 6.1 This Policy supersedes all of the following:
- (a) Policy: Physical Plant Charging (November 1, 1990);
 - (b) all previous Board of Governors/Senate Governing Documents on the subject matter contained herein; and
 - (c) all previous Administration Governing Documents on the subject matter contained herein.

Part VII
Cross References

- 7.1 This Policy should be cross referenced to the following relevant Governing Documents, legislation and/or forms:
- (a) [Physical Plant Service Requests and Charging Procedures](#)