

WESTERN OREGON UNIVERSITY
PHYSICAL PLANT SERVICES
WORK REQUESTS and BILLABLE SERVICES

Requests for services other than maintenance or repair work are billed to the requesting department and submitted using the Portal Work Request system. Hourly Rate for 2017/2018 is \$40.00 per hour. Work requests are then prioritized in the order that they are received and scheduled as time, resources and efficiency allow. At certain times of the year, workloads are heavier than at other times. During holiday, spring and summer breaks, work schedules are typically more intense as we complete work in areas that are difficult to access when classes are in session. Please submit work requests well in advance of the date when you would like the work completed.

Some examples of maintenance and repair work include repairing, tightening, lubricating, cleaning, sanitizing, replacing, adjusting, tuning, mowing, pruning, fertilizing, weeding **existing**:

- Air handler fans (not portable)
- Cooling coils and/or Heating coils
- Chillers
- Cooling towers
- Boilers
- Electrical Panels
- Light Switches
- Electrical Outlets
- Doors and locks
- Faucets, Flush Valves
- Restroom fixtures
- Floors
- Walls
- Roofs
- Turf
- Shrubbery
- Trees
- Irrigation Systems
- Windows
- Piping, Water and Steam
- Recycling

Except for emergencies, normal hours for Physical Plant staff are 7:30am – 4:30pm Monday through Friday.

Some examples of our billable services include, but are not limited to:

- Moving services
- Set-ups for special events including, but limited to; chairs, tables, stages and bleachers
- Adding electrical outlets and/or circuits
- Lock changes and re-keying as a result of either lost or stolen keys
- Special cleaning or other non-routine custodial services
- Painting or carpeting that are not routine maintenance, i.e. color changes
- Equipment or lighting that is not “University standard”
- The hanging of pictures, plaques, etc.
- Repairing damage caused by occupants
- Vandalism done by an outside group using University facilities
- Installation, maintenance, or repair of departmental, classroom or laboratory equipment or specialty systems
- Special attachments or equipment added to a building – smart consoles, special counters, shelving, laboratory stations, piping, fittings, etc.
- All services provided to departments operating on self-sustaining budgets (Auxiliaries, The Research Institute)
- Requests that require work outside normal hours
- Estimates may be charged depending on the scope of the project

If estimates are requested, remember they are estimates and not bids. Changes in requested work, material prices or sub-surface conditions could change the final price.

All major repairs that are due to normal wear and tear, major renovations and alterations required for a new or an expanded program will be budgeted for in advance.