

# Athletics and Facilities Services Service Agreement

## INTRODUCTION

In recognition that Athletics is the “front porch” of the university and that excellence in facilities stewardship is an important and visible component of this vision, NMSU desires to create a management and services agreement between the Department of Intercollegiate Athletics, hereinafter named "Athletics", and Facilities and Services, hereinafter referred to as "FS";

**IN CONSIDERATION** of the mutual covenants and agreements hereafter set forth, the parties agree as follows:

### I. INTENT AND RECITALS

- a. FS currently provides facility operation and maintenance support to the main campus Instructional and General (I&G) Facilities.
- b. These facilities constitute 3,202,938 gross square feet (GSF) across the New Mexico State University (NMSU) main campus at Las Cruces.
- c. FS and Athletics have identified benefits to both parties by establishing a dollar rate per square foot (GSF) that will allow FS to maintain the facilities occupied by Athletics at the same level as the campus I&G facilities without any additional charge.
- d. FS submits a “per GSF” rate annually to NMSU Cost Accounting for review and approval in accordance with OMB21 guidelines; this rate is, essentially, the FS budget divided by the gross square footage.
- e. FS submits operational data to a 3<sup>rd</sup> party reviewer to establish credibility that the operational data is in line with those of similar institutions. Currently, the rate per GSF is one of the lowest in their database of over 400 institutions. This information is available to any interested party at any given time, and these metrics are collected and published to insure that FS remains cost competitive.

### II. TABLE OF APPENDICES

- a. Appendix A – Letter from NMSU Fire Chief
- b. Appendix B – FS Organization Chart
- c. Appendix C – Representative pictures of remedial maintenance needs
- d. Appendix D – Grounds Task Schedule for Plant O&M
- e. Appendix E – Financial Calculations
- f. Appendix F – APPA Custodial Standards
- g. Appendix G – APPA Custodial Standards
- h. Appendix H – APPA Custodial Standards

### III. FACILITIES COVERED UNDER THIS AGREEMENT

- a. Fulton Athletics Center
- b. Aggie Memorial Stadium
- c. Soccer Practice Field
- d. Presley-Askew Baseball Complex
- e. NMSU Softball Complex
- f. NMSU Track Facility (I&G level)
- g. Football Field house
- h. Football Conference Center Building
- i. Coca Cola Weight Training Facility
- j. Football Coaches Building

#### IV. OVERALL SERVICES PROVIDED

- a. As a general rule of thumb: if the equipment or building system already exists or is fixed in place then FS is funded to maintain it. If the equipment or system can be moved should a department relocate then it is generally considered to be the fiscal responsibility of the department.
- b. **Buildings and building systems:** FS provides routine maintenance and repairs to university I&G buildings (interior and exterior) and building systems including structural, mechanical, electrical, and plumbing systems. This includes but is not limited to doors, locks, keys, drywall, painting, ceiling tiles, floor tiles, roofing, windows, window coverings, signage, electrical, lighting systems, heating, cooling, ventilating, fume hoods and exhaust systems, plumbing, meters, and elevators. This also includes periodic painting and carpet replacement based on replacement cycle and condition.
- c. **Exterior infrastructure:** FS provides landscape and grounds maintenance, exterior trash receptacle management, and concrete and asphalt maintenance. In addition, FS maintains the walkways and roadways around campus and is responsible for the care of lawns, trees, and shrubs. FS is funded to maintain the campus drainage systems.
- d. **Classrooms:** FS is responsible for the maintenance and repair of furnishings in centrally scheduled classrooms. This includes window shades, blinds, seats, lecterns, projection screens, and black boards.
- e. **Custodial Services:** FS provides basic cleaning services for I&G buildings according to a published schedule available on the FS website. This includes recycling services as well as routine pest control.
- f. **Exterior Lighting:** FS is funded to provide routine maintenance, repair, and replacement of exterior campus lighting.
- g. **Pest Control:** FS provides general pest controls services in I&G buildings.
- h. **Signage:** FS provides and maintains interior signage in public areas for identification purposes as well as exterior building identification signage.
- i. **Vandalism:** FS repairs damage caused by vandalism to I&G facilities including interior and exterior graffiti removal.

#### V. CUSTODIAL SERVICES

- a. Our mission is to provide an environment for learning and discovery at New Mexico State University. FS cleans for health as well as appearance and fulfills our mission while using environmentally responsible cleaning products and processes.  
[HTTP://FACILITIES.NMSU.EDU/CUSTODIAL-SERVICES/](http://facilities.nmsu.edu/custodial-services/)
- b. Current hours of operation are from 5am to 1pm Monday through Friday with one shift from 4am to 12pm Monday through Friday.
- c. Services schedule:
  - 1) Lock and unlock the main entrances of buildings (daily);
  - 2) Clean classrooms, floors, stairwells, and walls (daily);
  - 3) Clean restrooms and replenish supplies (daily);
  - 4) Clean kitchen areas, break areas, and commons areas (daily);
  - 5) Remove trash from classrooms, kitchens, break, and commons areas (daily);
  - 6) Clean private offices (weekly) Cleaning does not include cleaning the tops of office desks or personal items;
  - 7) Remove trash and recycle materials from offices (weekly);
  - 8) Vacuum and spot clean carpets (weekly);
  - 9) Clean hard surface floors (weekly);
  - 10) Interim Carpet/Floor Maintenance (Semi Annually);
  - 11) Restorative Carpet Maintenance (every other year);

- 12) Restorative Hard Surface floor Maintenance (every other year);
- 13) Window cleaning, exterior building windows only (annually);
- 14) Dust unobstructed areas as scheduled by Custodial Services;
- 15) Respond to emergency cleanup situations (as needed); and
- 16) Exterior Window Cleaning (Schedule).

**VI. ACCESS CONTROL**

a. [HTTP://FACILITIES.NMSU.EDU/ACCESSCONTROL/](http://FACILITIES.NMSU.EDU/ACCESSCONTROL/)

b. Services provided:

- 1) Key replacement (billable to all units);
- 2) Rekeys (billable to all units);
- 3) High security locks;
- 4) Lock repair;
- 5) Implement lock and key systems;
- 6) Electronic locks – E-lock System Schedule;
- 7) Repair and replace exit devices; and
- 8) Repair and replace handicap operators.

**VII. PAINT SHOP**

a. [HTTP://FACILITIES.NMSU.EDU/PAINT/](http://FACILITIES.NMSU.EDU/PAINT/)

b. Services provided:

- 1) Interior and exterior painting on campus cycle;
- 2) Drywall; and
- 3) Specialty coatings.

**VIII. ELECTRIC SHOP**

a. [HTTP://FACILITIES.NMSU.EDU/ELECTRICIANS/](http://FACILITIES.NMSU.EDU/ELECTRICIANS/)

b. Services provided:

- 1) Maintenance and repair of all existing building related electrical components;
- 2) Transformers;
- 3) Breaker Panels;
- 4) Receptacles;
- 5) Switches;
- 6) Lighting (indoor and outdoor);
- 7) Motors; and
- 8) Elevator equipment.

**IX. FIRE ALARM TECHNICIANS (ELECTRIC SHOP)**

a. Services provided:

- 1) Compliance testing in accordance with NFPA (National Fire Protection Association) and NMSU Fire Chief requirements (letter detailing this requirement is attached in **APPENDIX A**);
- 2) Remedial maintenance to correct any deficiencies in existing systems; and
- 3) After hours response to alarms.

**X. MECHANICAL AND PLUMBING**

a. [HTTP://FACILITIES.NMSU.EDU/PLUMBING/](http://facilities.nmsu.edu/plumbing/)

b. Services provided:

- 1) Service work of all types (water heater replacement, drains unclogged, repair fixtures, etc.;
- 2) Utility work (water, waste water, natural gas;
- 3) Temperature control to the NMSU standard; and
- 4) Repair of HVAC equipment.

**XI. GROUNDS**

a. Services provided:

- 1) Landscape Management and Maintenance;
- 2) Lawns and athletic fields;
- 3) Planter and flower beds;
- 4) Tree and shrub program;
- 5) Irrigation;
- 6) Interior plants; and
- 7) Curb, street, and parking lot signage.

**XII. OVERTIME**

- a. FS will provide overtime response to facility emergencies without additional charge in accordance with the intent to treat Athletics the same as the I&G facilities on campus.
- b. Athletic "Game Day" and / or "Event Support" is not a provided service under this agreement; Special Events or Athletics is responsible for requisitioning event support in advance.
- c. FS does bill users across campus for "convenience" overtime call outs such as unlocking an office when a key is left at home.
- d. Remediation of a covered building component failure during an event that requires additional staff to be called for support WILL BE covered as a component of this agreement; for example, a restroom backup during a softball event would be cleared without charge.

**XIII. EXCLUSIONS**

- a. A large quantity of specialized equipment exists across campus that is not maintained by Facilities, and while Athletics has a smaller quantity than perhaps a research department, there is some specialized equipment that would not be covered.
- b. FS is not qualified for repairs nor funded to maintain specialized departmental equipment, and in accordance with the intent to maintain Athletics at a corresponding level as I&G facilities, this agreement would exclude:
  - 1) Scoreboards and field lighting at Memorial stadium, Baseball, Softball, and soccer (when installed);
  - 2) Any equipment related to the playing field itself, such as goal posts, bases, nets, etc.;
  - 3) Sound, PA, and Aggie Vision equipment; and
  - 4) FS WILL PROVIDE labor at no additional cost to assist with maintenance and repairs to the above equipment as part of this agreement.
- c. This agreement WOULD INCLUDE maintenance and repair of the scoreboard air conditioners and electrical circuits to specialized equipment.

**XIV. BUILDING MONITOR**

- a. Because the success of this agreement is heavily dependent upon communications between Athletics and FS, Athletics shall designate a Building Monitor to serve as the point-of-contact.
- b. As the Building Monitor must be able to enter work orders in AiM, FS recommends that the ASSOCIATE ATHLETIC DIRECTOR, BUSINESS AND FINANCE fill this role. A designated backup is also suggested.
- c. FS is a group of 300 men and women who do their best to provide excellent service to the NMSU community. They do make mistakes from time to time, and any successful agreement is also dependent upon a well-understood *escalation process*. Any lapse in service, whether perceived or otherwise, should be immediately addressed to the FS Executive Director of Operations (currently Tim Dobson).
- d. A current organization chart is attached as **APPENDIX B** may be found here:  
<http://facilities.nmsu.edu>

**XV. PARTNERS IN CAPITAL RENEWAL**

- a. FS is funded for operation and maintenance expenses of I&G campus facilities, and the state of New Mexico higher education rules dictate that Auxiliaries must be self supporting.
- b. This agreement is a mechanism to reimburse FS for the operation and maintenance repairs to Athletic Facilities in the same manner, and as such covers what is typically defined as O&M repairs as well as planned, scheduled maintenance.
- c. Capital renewal and replacement is defined as a systematic management process to plan and budget for known cyclic repair and replacement requirements that extend the life and retain usable condition of facilities and systems and are not normally contained in the annual operating budget. Capital renewal is a planned investment program that ensures that facilities will function at levels commensurate with the academic priorities and missions of an institution. Included are major building and infrastructure systems and components that have a maintenance cycle in excess of one year.
- d. FS funding for campus capital renewal is insufficient as it is on most campuses, and comes through Building Repair and Renewal (BRR). Athletics facilities are, however, not eligible for BRR. In recognition of this, Athletics and FS agree that:
  - 1) FS will move as quickly as possible to develop scheduled preventative maintenance programs for major equipment in order to extend the equipment life;
  - 2) FS will work with Athletics to establish a planned schedule for major system replacement that will allow for the appropriate budgetary planning;
  - 3) In recognition of the fact that the challenge of capital renewal to NMSU buildings exists in the other facilities where agreements similar to this one exist (USDA and Genesis), FS will work with NMSU administration to investigate financing mechanisms for this need;
  - 4) Athletics will be responsible for major capital renewal as they are currently;
  - 5) Should a piece of equipment fail or be damaged through FS error or negligence, FS WILL BE ACCOUNTABLE.

**XVI. INITIAL SURVEY AND CATCHUP**

- a. The Chief Facilities Officer has previously expressed a concern that the agreements currently in place leave room for improvement in the area of preventative maintenance.
- b. FS will develop and share a schedule for a comprehensive survey of Athletics facilities as expeditiously as possible, and will invite the Building Monitor on these surveys.
- c. The intent is to catchup on as many deferred maintenance items as possible. Priority will be given to those items that when unaddressed lead to further facility deterioration; for example, there was recently an unaddressed tile repair in the football coach's locker room that led to water damage of the substrate that increased the cost of the repair.
- d. Group re-lamping will be initiated in areas where it is efficient to do so.
- e. **APPENDIX C** contains pictures of these types of items that will be repaired.
  - 1) Football Coaches locker room (missing tile, has been repaired);
  - 2) Baseball building stucco / door knob (water penetration);
  - 3) Baseball building tile (allows water in behind); and
  - 4) Baseball building signage.
- f. Because the rate is developed from an average cost per GSF and current labor force, staffing and financial constraints will require that this remedial maintenance be scheduled, perhaps over a multi-year period.
- g. FS WILL WORK with the Athletics Building Monitor to develop a schedule for inspection and remediation.

**XVII. PLANT O&M / APPLIED CHARGES**

- a. Plant O&M (listed below as Applied Charges) is an institutional charge paid by all campus entities.
- b. This charge includes components for Grounds, Environmental Health and Safety (EHS), Roadways, Street Lights, and the Fire Department.
- c. The EHS component is Hazardous Waste only (ballasts, etc.).
- d. The Fire Department charges in Plant O&M do not include fire alarm system testing but these ARE INCLUDED in the maintenance rate.
- e. A task schedule of the Grounds charges is included in **APPENDIX D**.
- f. Grounds Plant O&M is simply defined as "the level of care" that the Hadley Horseshoe receives, and this same level is the standard for all turf within the "NMSU triangle".
- g. Note that Plant O&M is prorated over the entire campus and thus the small reduction in turf area from the new artificial turf has hardly impact on plant O&M although it will generate savings in add-on charges.
- h. Note that Plant O&M covers the Grounds portion of the FS charges.

**XVIII. FINANCIAL ARRANGEMENTS**

- a. As compensation for services outlined in this agreement between the Athletics Department and FS, Athletics will provide an annual payment of \$243,681. This is itemized as follows, and the calculations for such compensation amount are shown in **APPENDIX E**.

b. This cost breakdown is as follows:

1	Service	Cost / GSF	TOTAL
2	TOTAL CUSTODIAL	1.0557	\$88,583.60
3	TOTAL SOLID WASTE	0.0666	5,588.99
4	TOTAL MECH / PLUMB/HVAC	0.3377	28,337.53
5	TOTAL ELEC / ALARMS	0.1395	11,703.49
6	TOTAL GROUNDS SVCS	incl	incl
	SIGN SHOP	0.0065	542.22
7	TOTAL BUILDING SVCS	0.2663	22,342.91
8	TOTAL FIRE (ALREADY INCLUDED)	incl	incl
9	<b>SUBTOTAL</b>	<b>1.8722</b>	<b>157,098.74</b>
10	TOTAL EH&S (ALREADY INCLUDED)		
11	FY15 APPLIED CHARGES (ATHLETICS)		76,815.00
12	FY15 APPLIED CHARGES (% PAN AM)		9,767.42
13	GRAND TOTAL FACILITIES SERVICES		\$ 243,681.16

- c. Additions related to square footage or other terms of this agreement may result in additional compensation that will be recommended prior to July 1 of each year. Also, the overall rate per GSF will be reviewed annually during each university budget cycle by Cost Accounting to determine if changes have occurred that require adjustments to the annual payment for the next fiscal year.
- d. These amounts will be prorated to month or day in which the agreement is signed and takes effect.
- e. The number of days in the first year of this agreement is 288 if signed on September 16, 2014; the amounts above shall be multiplied by 78.9% (288 / 365) to obtain the first years payment.

**XIX. APPA SCHEDULES**

- a. NMSU Facilities and Services uses the APPA standards (Facilities Professional Association) as a guide to service.
- b. FS strives for Level II in Grounds (**APPENDIX E**).
- c. FS strives for Level II in Custodial (**APPENDIX F**).
- d. FS strives for Level II in Maintenance (**APPENDIX G**).

**XX. COMMENCEMENT AND TERMINATION**

- a. The term of this Agreement shall begin September 16, 2014. Termination of this Agreement can only occur at the end of a fiscal year. Such termination must be proposed by either party to the Senior Vice President for Administration and Finance and the President. Such proposal must be submitted in writing at least 150 days prior to the fiscal year-end.
- b. The amounts above in Section VXIII shall be prorated to \$192,264.43 for this first year.
- c. Annually in June of each year, FS and Athletics will review this Agreement in a joint meeting to evaluate the Agreement and recommend changes. All changes recommended will require approval by the Senior Vice President for Administration and Finance and the President.



## NMSU Fire Department

# M E M O R A N D U M



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DATE: July 14, 2014  
TO: Glen Haubold, Associate VP  
FROM: Johnny Carrillo, Fire Chief and Louis K. Huber, Deputy Fire Chief  
SUBJECT: Compliance Statement for Fire Systems at NMSU

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In order to clarify responsibility and maintain Fire Code compliance the NMSU Fire Department has developed and adopted a Compliance Statement Form for Fire Systems at NMSU and a Compliance Responsibility for Fire Alarm Systems at NMSU. The intent of these documents is to identify testing standards, methods of compliance, responsible party, organizational assistance, accepted forms and cost methods.

The following periodic testing and inspections will be required on buildings residing on NMSU main campus property.

- Fire Alarm System – annual testing/inspection
- Sprinkler testing/inspection – quarterly
- Standpipes inspection – quarterly
- Alternative Fire Extinguishing system – quarterly testing/inspection (Commercial kitchen hoods, Energen, Sapphire)
- Fire Pumps – quarterly testing/inspection
- Fire Extinguishers – annual inspection
- Emergency Exit Lighting – annual inspection
- Emergency Backup Generators – monthly testing/inspection

Facilities and Services (FS) will coordinate all prescribed work on Instructional and General (ING) designated buildings. At this time, those units currently doing so may elect to continue acquiring their own testing/inspections or they may coordinate through FS but the work must be documented on the prescribed form. For non – ING facilities, FS will develop an annual, fixed price cost for each test in your facility if you desire, and you may make that request through the NMSU Fire Department.



Periodic Testing and Inspections

July 14, 2014

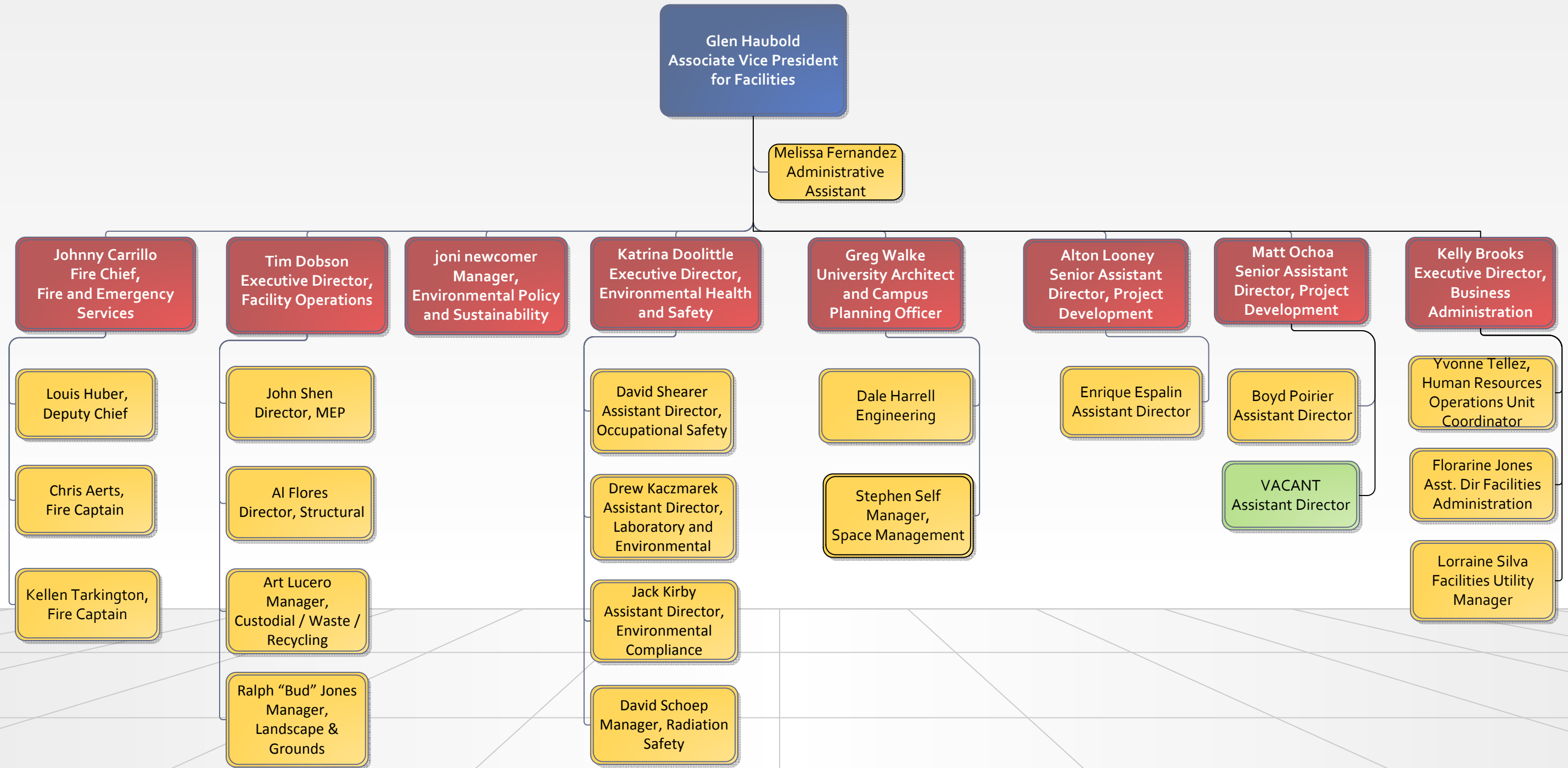
Page 2 of 2

Approved forms will be available from the Fire Department's website ([fire.nmsu.edu](http://fire.nmsu.edu)) after August 30, 2014. Only approved forms will be accepted. Forms are required to be submitted to the Fire Department upon completion of testing/inspections.

Please let us know if you have any questions or concerns.

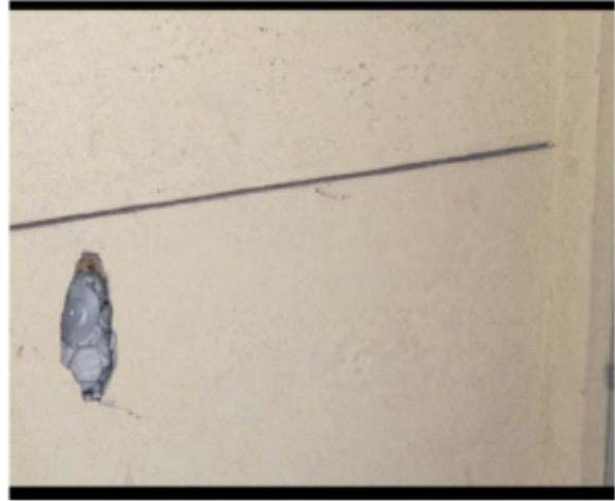
Thank you.

**Facilities and Services  
Organization Chart  
Spring 2014**





1) FOOTBALL COACH'S LOCKER ROOM  
(REPAIRED NOW)



2) BASEBALL STUCCO



3) BASEBALL SHOWER



4) BASEBALL SIGNAGE



**FY15 FS Annual Operations & Maintenance Charges  
Cost Per Sq. Foot Model**

**Athletics**  
Est. Applicable Sq. Ft

**83,910**

**83,910**

**83,910**

**83,910**

**83,910**

**Based on FY13 Actual Costs**

F&S Total O&M Exp (net of rec & appl charges)		Custodial		Solid Waste		Mechanical/Plumbing/HVAC		Electrical/Alarms	
	FY13 Act Exp		FY13 Act Exp		FY13 Act Exp		FY13 Act Exp		FY13 Act Exp
Total Shop Exp	6,140,643	Total Salary Exp	2,032,373	Total Salary Exp	142,121	Total Salary Exp	269,033	Total Salary Exp	102,629
Total Admin Exp	1,660,299	Total Other Exp	464,227	Total Other Exp	15,397	Total Other Exp	574,634	Total Other Exp	357,159
<b>Total Exp</b>	<b>7,800,942</b>	<b>Total Exp</b>	<b>2,496,600</b>	<b>Total Exp</b>	<b>157,517</b>	<b>Total Exp</b>	<b>843,666</b>	<b>Total Exp</b>	<b>459,779</b>
FY 13 Appl Charge Adj	(777,505.00)	Appl Charge Adj	-	Appl Charge Adj	-	Appl Charge Adj	(60,966.00)	Appl Charge Adj	(175,978.00)
		Admin Costs	884,734.31	Admin Costs	55,820.35	Admin Costs	298,974.80	Admin Costs	162,934.42
<b>Total Costs</b>	<b>7,023,437</b>	<b>Total Costs</b>	<b>3,381,334</b>	<b>Total Costs</b>	<b>213,338</b>	<b>Total Costs</b>	<b>1,081,675</b>	<b>Total Costs</b>	<b>446,735</b>
Total NMSU Sq. Ft	5,756,642	Total NMSU Sq. Ft	5,756,642	Total NMSU Sq. Ft	5,756,642	Total NMSU Sq. Ft	5,756,642	Total NMSU Sq. Ft	5,756,642
Total Non-I&G Sq. Ft.	2,553,704	Total Non-I&G Sq. Ft.	2,553,704	Total Non-I&G Sq. Ft.	2,553,704	Total Non-I&G Sq. Ft.	2,553,704	Total Non-I&G Sq. Ft.	2,553,704
<b>Total I&amp;G Sq. Ft.</b>	<b>3,202,938</b>	<b>Total I&amp;G Sq. Ft.</b>	<b>3,202,938</b>	<b>Total I&amp;G Sq. Ft.</b>	<b>3,202,938</b>	<b>Total I&amp;G Sq. Ft.</b>	<b>3,202,938</b>	<b>Total I&amp;G Sq. Ft.</b>	<b>3,202,938</b>
Total I&G Cost/Sq. Foot	2.1928	Total I&G Cost/Sq. Foot	1.0557	Total I&G Cost/Sq. Foot	0.0666	Total Cost/Sq. Foot	0.3377	Total Cost/Sq. Foot	0.1395
Total Applicable Sq. Ft	83,910	Total Applicable Sq. Ft	83,910	Total Applicable Sq. Ft	83,910	Total Applicable Sq. Ft	83,910	Total Applicable Sq. Ft	83,910
<b>Total Charge</b>	<b>183,998.75</b>	<b>Total Charge</b>	<b>88,583.60</b>	<b>Total Charge</b>	<b>5,588.99</b>	<b>Total Charge</b>	<b>28,337.53</b>	<b>Total Charge</b>	<b>11,703.49</b>

**83,910**

**83,910**

**83,910**

Sign Shop Services		Building Svcs (Struc Maint, Paint, Access Control)		Total	
	FY13 Act Exp		FY13 Act Exp		FY13 Act Exp
Total Salary Exp	5,110	Total Salary Exp	317,581	Total Salary Exp	2,868,837
Total Other Exp	10,172	Total Other Exp	394,714	Total Other Exp	1,816,301
<b>Total Exp</b>	<b>15,282</b>	<b>Total Exp</b>	<b>712,294</b>	<b>Total Exp</b>	<b>4,685,139</b>
Appl Charge Adj	-	Appl Charge Adj	(111,860.00)	Appl Charge Adj	(348,804)
Admin Costs	5,415.49	Admin Costs	252,419.71	Admin Costs	1,660,299
<b>Total Costs</b>	<b>20,697</b>	<b>Total Costs</b>	<b>852,854</b>	<b>Total Costs</b>	<b>5,996,634</b>
Total NMSU Sq. Ft	5,756,642	Total NMSU Sq. Ft	5,756,642	Total NMSU Sq. Ft	5,756,642
Total Non-I&G Sq. Ft.	2,553,704	Total Non-I&G Sq. Ft.	2,553,704	Total Non-I&G Sq. Ft.	2,553,704
<b>Total I&amp;G Sq. Ft.</b>	<b>3,202,938</b>	<b>Total I&amp;G Sq. Ft.</b>	<b>3,202,938</b>	<b>Total I&amp;G Sq. Ft.</b>	<b>3,202,938</b>
Total Cost/Sq. Foot	0.0065	Total Cost/Sq. Foot	0.2663	Total Cost/Sq. Foot	1.8722
Total Applicable Sq. Ft	83,910	Total Applicable Sq. Ft	83,910	Total Applicable Sq. Ft	83,910
<b>Total Charge</b>	<b>542.22</b>	<b>Total Charge</b>	<b>22,342.91</b>	<b>Total Charge</b>	<b>157,098.74</b>

Notes: FS Expenses do not include Grounds or Fire as 100% is covered in Plant O&M Applied Charges.  
EH&S not included as it is already provided through I&G (research funds) and Haz Waste is covered in Plant O&M  
FS Vehicle Mechanics not included as it is not covered as I&G all services are billable.

	Cost/Sqft	Total Costs
Total Custodial	1.0557	88,583.60
Total Solid Waste	0.0666	5,588.99
Total Mech/Plumb/HVAC	0.3377	28,337.53
Total Elec/Alarms	0.1395	11,703.49
Total Sign Shop Svcs	0.0065	542.22
Total Building Svcs	0.2663	22,342.91
Total Fire Services	-	-
Total Grounds Services	-	-
<b>Subtotal</b>	<b>1.8722</b>	<b>157,098.74</b>

Total EH&S (already included I&G Research OH) -

FY15 Applied Charges (Athletics)	76,815.00
FY15 Applied Charges (%PanAm)	9,767.42
<b>Grand Total Facilities Services</b>	<b>243,681.16</b>
FY13 Utilities (Athletics)	183,404
FY13 Utilities (%PanAm)	54,756
<b>Grand Total Overall FS and Utilities</b>	<b>481,840.77</b>

**Kelly Brooks:**  
Athletics has 16544 nasf of Pan Am.  
% of total Pan Am is 16544/117720  
= 14.05%

**Kelly Brooks:**  
Total Ath & SE utilities 602,213.09 less  
pan am 389,719.56 less fulton I&G  
12,548.13 less fulton Sodexo  
16,541.39

## APPA Grounds Service Levels

### **Level 1 - State-of-the-art maintenance applied to a high-quality diverse landscape**

Associated with high-traffic urban areas, such as public squares, malls, government grounds, or college/university campuses.

- **TURF CARE** - Grass height maintained according to species and variety of grass. Mowed at least once every five working days but may be as often as once every three working days. Aeration as required but not less than four times per year. Reseeding or sodding as needed. Weed control to be practiced so that no more than 1 percent of the surface has weeds present.
- **FERTILIZER** - Adequate fertilization applied to plant species according to their optimum requirements. Application rates and times should ensure an even supply of nutrients for the entire year. Nitrogen, phosphorus, and potassium percentages should follow local recommendations. Trees, shrubs, and flowers should be fertilized according to their individual requirements of nutrients for optimum growth. Unusually long or short growing seasons may modify the chart slightly.
- **IRRIGATION** - Sprinkler irrigated-electric automatic commonly used. Some manual systems could be considered adequate under plentiful rainfall circumstances and with adequate staffing. Frequency of use follows rainfall, temperature, season length, and demands of plant material.
- **LITTER CONTROL** - Minimum of once per day, seven days per week. Extremely high visitation may increase the frequency. Receptacles should be plentiful enough to hold all trash usually generated between servicing without overflowing.
- **PRUNING** - Frequency dictated primarily by species and variety of trees and shrubs. Length of growing season and design concept also a controlling factor-i.e., clipped vs. natural-style hedges. Timing scheduled to coincide with low demand periods or to take advantage of special growing characteristics.
- **DISEASE AND INSECT CONTROL** - At this maintenance level, the controlling objective is to avoid public awareness of any problems. It is anticipated at Level 1 that problems will either be prevented or observed at a very early stage and corrected immediately.
- **SNOW REMOVAL** - Snow removal starts the same day that accumulations of .5 inch are present. At no time will snow be permitted to cover transportation or parking surfaces longer than noon of the day after the snow stops. Application of snow-melting compound and/or gravel is appropriate to reduce the danger of injury due to falls.
- **SURFACES** - Sweeping, cleaning, and washing of surfaces should be done so that at no time does an accumulation of sand, dirt, or leaves distract from the looks or safety of the area.
- **REPAIRS** - Repairs to all elements of the design should be done immediately when problems are discovered, provided replacement parts and technicians are available to accomplish the job. When disruption to the public might be major and the repair is not critical, repairs may be postponed to a time period that is least disruptive.
- **INSPECTIONS** - A staff member should conduct inspection daily.
- **FLORAL PLANTINGS** - Normally, extensive or unusual floral plantings are part of the design. These may include ground-level beds, planters, or hanging baskets. Often, multiple plantings are scheduled, usually for at least two blooming cycles per year. Some designs may call for a more frequent rotation of bloom. Maximum care, including watering, fertilizing, disease control, disbudding, and weeding, is necessary. Weeding flowers and shrubs is done a minimum of once per week. The desired standard is essentially weeded free.

## **Level 2 - High-level maintenance**

Associated with well-developed public areas, malls, government grounds, or college/university campuses.  
Recommended level for most organizations.

- **TURF CARE** - Grass cut once every five working days. Aeration as required but not less than two times per year. Reseeding or sodding when bare spots are present. Weed control practiced when weeds present a visible problem or when weeds represent 5 percent of the turf surface. Some pre-emergent products may be used at this level.
- **FERTILIZER** - Adequate fertilizer level to ensure that all plant materials are healthy and growing vigorously. Amounts depend on species, length of growing season, soils, and rainfall. Rates should correspond to at least the lowest recommended rates. Distribution should ensure an even supply of nutrients for the entire year. Nitrogen, phosphorus, and potassium percentages should follow local recommendations. Trees, shrubs, and flowers should receive fertilizer levels to ensure optimum growth.
- **IRRIGATION** - Sprinkler irrigated--electric automatic commonly used. Some manual systems could be considered adequate under plentiful rainfall circumstances and with adequate staffing. Frequency of use follows rainfall, temperature, season length, and demands of plant material.
- **LITTER CONTROL** - Minimum of once per day, five days per week. Offsite movement of trash depends on size of containers and use by the public. High use may dictate daily or more frequent leaning.
- **PRUNING** - Usually done at least once per season unless species planted dictate more frequent attention. Sculpted hedges or high-growth species may dictate a more frequent requirement than most trees and shrubs in natural-growth plantings.
- **DISEASE AND INSECT CONTROL** - Usually done when disease or insects are inflicting noticeable damage, are reducing vigor of plant material, or could be considered a bother to the public. Some preventive measures may be used, such as systemic chemical treatments. Cultural prevention of disease problems can reduce time spent in this category. Some minor problems may be tolerated at this level.
- **SNOW REMOVAL** - Snow removed by noon the day following snowfall. Gravel or snowmelt may be used to reduce ice accumulation.
- **SURFACES** - Should be cleaned, repaired, repainted, or replaced when their appearances have noticeably deteriorated.
- **REPAIRS** - Should be done whenever safety, function, or appearance is in question.
- **INSPECTIONS** - Inspection should be conducted by some staff member at least once a day when regular staff is scheduled.
- **FLORAL PLANTINGS** - Normally, no more complex than two rotations of bloom per year. Care cycle is usually at least once per week, but watering may be more frequent. Health and vigor dictate cycle of fertilization and disease control. Beds essentially kept weed free.

### **Level 3 - Moderate-level maintenance**

Associated with locations that have Moderate to low levels of development or visitation, or with operations that, because of budget restrictions, cannot afford a higher level of maintenance.

- TURF CARE - Grass cut once every ten working days. Normally not aerated unless turf quality indicates a need or in anticipation of an application of fertilizer. Re-seeding or re-sodding done only when major bare spots appear. Weed control measures normally used when 50 percent of small areas are weed infested or when 15 percent of the general turf is infested with weeds.
- FERTILIZER - Applied only when turf vigor seems to be low. Low-level application done once per year. Rate suggested is one-half the level recommended.
- IRRIGATION - Dependent on climate. Locations that receive more than 25 inches of rainfall a year usually rely on natural rainfall with the possible addition of portable irrigation during periods of drought. Dry climates that receive less than 25 inches of rainfall usually have some form of supplemental irrigation. When irrigation is automatic, a demand schedule is programmed. Where manual servicing is required, the norm would be two to three times per week.
- LITTER CONTROL - Minimum service of two to three times per week. High use may dictate higher levels during the warm season.
- PRUNING - When required for health or reasonable appearance. With most tree and shrub species, pruning would be performed once every two to three years.
- DISEASE AND INSECT CONTROL - Done only to address epidemics or serious complaints. Control measures may be put into effect when the health or survival of the plant material is threatened or when public comfort is an issue.
- SNOW REMOVAL. Snow removal done based on local law requirements but generally accomplished by the day following snowfall. Some crosswalks or surfaces may not be cleared at all.
- SURFACES - Cleaned on a complaint basis. Repaired or replaced as budget allows.
- REPAIRS - Should be done whenever safety or function is in question.
- INSPECTIONS - Inspections are conducted once per week.
- FLORAL PLANTINGS - Only perennials or flowering trees or shrubs.



#### **Level 4 - Moderately low-level maintenance**

Associated with locations affected by budget restrictions that cannot afford a high level of maintenance.

- TURF CARE - Low-frequency mowing scheduled based on species. Low growing grasses may not be mowed. High grasses may receive periodic mowing. Weed control limited to legal requirements for noxious weeds.
- FERTILIZER - Not fertilized.
- IRRIGATION - No irrigation.
- LITTER CONTROL - Once per week or less. Complaints may increase level above one servicing.
- PRUNING - No regular trimming. Safety or damage from weather may dictate actual work schedule.
- DISEASE AND INSECT CONTROL - None except where the problem is epidemic and the epidemic condition threatens resources or the public.
- SNOW REMOVAL - Snow removal done based on local law requirements but generally accomplished by the day following snowfall. Some crosswalks or surfaces may not be cleared at all.
- SURFACES - Replaced or repaired when safety is a concern and when budget is available.
- REPAIRS - Should be done whenever safety or function is in question.
- INSPECTIONS - Inspections are conducted once per month.
- FLORAL PLANTINGS - None. May have wildflowers, perennials, flowering trees, or shrubs in place.

**Level 5 - Minimum-level maintenance**

Associated with locations that have severe budget restrictions.

- TURF CARE - Low-frequency mowing scheduled based on species. Low growing grasses may not be mowed. High grasses may receive periodic mowing. Weed control limited to legal requirements for noxious weeds.
- FERTILIZER - Not fertilized.
- IRRIGATION - No irrigation.
- LITTER CONTROL - On demand or complaint basis.
- PRUNING - No pruning unless safety is involved.
- DISEASE AND INSECT CONTROL - No control except in epidemic or safety situations.
- SNOW REMOVAL - Snow removal done based on local law requirements but generally accomplished by the day following snowfall. Some crosswalks or surfaces may not be cleared at all.
- SURFACES - Serviced only when safety is a consideration.
- REPAIRS - Should be done whenever safety or function is in question.
- INSPECTIONS - Inspections are conducted once per month.
- FLORAL PLANTINGS - None. May have wildflowers, perennials, flowering trees, or shrubs in place.

**Level 1 – Orderly Spotlessness**

- Floors and base moldings shine and/or are bright and clean; colors are fresh. There is no buildup in corners or along walls.
- All vertical and horizontal surfaces have a freshly cleaned or polished appearance and have no accumulation of dust, dirt, marks, streaks, smudges or fingerprints.
- Washroom and shower tile and fixtures gleam and are odor free. Supplies are adequate.
- Trash containers and pencil sharpeners are empty, clean and odor-free.

**Level 2 – Ordinary Tidiness**

- Floors and base moldings shine and/or are bright and clean. There is no buildup in corners or along walls, but there can be up to two days' worth of dirt, dust, stains or streaks.
- All vertical and horizontal surfaces are clean, but marks, dust, smudges and fingerprints are noticeable with close observation.
- Washroom and shower tile and fixtures gleam and are odor free. Supplies are adequate.
- Trash containers and pencil sharpeners are empty, clean and odor-free.

**Level 3 – Casual Inattention**

- Floors are swept clean, but upon observation dust, dirt and stains, as well as a buildup of dirt, dust and/or floor finish in corners and along walls, can be seen.
- There are dull spots and/or matted carpet in walking lanes and streaks and splashes on base molding.
- All vertical and horizontal surfaces have obvious dust, dirt, marks, smudges and fingerprints.
- Lamps all work and all fixtures are clean.
- Trash containers and pencil sharpeners are empty, clean and odor-free.

**Level 4 – Moderate Dinginess**

- Floors are swept clean, but are dull. Colors are dingy and there is an obvious buildup of dust, dirt and/or floor finish in corners and along walls. Molding is dull and contains streaks and splashes.
- All vertical and horizontal surfaces have conspicuous dust, dirt, smudges, fingerprints and marks that will be difficult to remove.
- Less than 5 percent of lamps are burned out and fixtures are dingy.
- Trash containers and pencil sharpeners have old trash and shavings. They are stained and marked. Trash cans smell sour.

**Level 5 – Unkempt Neglect**

- Floors and carpets are dirty and have visible wear and/or pitting. Colors are faded and dingy and there is a conspicuous buildup of dirt, dust and/or floor finish in corners and along walls. Base molding is dirty, stained and streaked. Gum, stains, dirt dust balls and trash are broadcast.
- All vertical and horizontal surfaces have major accumulations of dust, dirt, smudges and fingerprints, as well as damage. It is evident that no maintenance or cleaning is done on these surfaces.
- More than 5 percent of lamps are burned out and fixtures are dirty with dust balls and flies.
- Trash containers and pencil sharpeners overflow. They are stained and marked. Trash containers smell sour

## APPA Maintenance Level Definitions

### Level 1 - Showpiece Facility

- Maintenance activities appear highly focused.
- Typically, equipment and building components are fully functional and in excellent operating condition.
- Service and Maintenance calls are responded to immediately.
- Buildings and equipment are regularly upgraded, keeping them current with modern standards and usage.

### Level 2 - Comprehensive Stewardship

- Maintenance activities appear organized with direction.
- Equipment and building components are usually functional and in operating condition.
- Service and maintenance calls are responded to in a timely manner.
- Buildings and equipment are regularly upgraded, keeping them current with modern standards and usage.

### Level 3 - Managed Care

- Maintenance activities appear to be somewhat organized but they remain people-dependent.
- Equipment and building components are mostly functional but they suffer occasional breakdowns.
- Service and maintenance call response times are variable and sporadic without apparent cause.
- Building and equipment are periodically upgraded to current standards and usage, but not enough to control the effects of normal usage and deterioration.

### Level 4 - Reactive Management

- Maintenance activities appear to be somewhat chaotic and are people-dependent.
- Equipment and building components are frequently broken and inoperative.
- Service and maintenance calls are typically not responded to in a timely manner.
- Normal usage and deterioration continues unabated, making buildings and equipment inadequate to meet present usage needs.

### Level 5 - Crisis Management

- Maintenance activities appear chaotic and without direction.
- Equipment and building components are routinely broken and inoperative.
- Service and maintenance calls are never responded to in a timely manner.
- Normal usage and deterioration continues unabated, making buildings and equipment inadequate to meet present usage needs.