



Facilities Management

March 23, 2004

### **Charges for Design (Architectural & Engineering) Services**

As of the February 4, 2003, Facilities Management will begin charging for services provided by the architects and engineers that staff the Facilities Design Services Unit. This change is part of a larger overall re-budgeting of the available resources in Facilities Management to clearly separate the funding of maintenance, capital renewal and deferred maintenance, renovation and construction. Such changes are strategic in protecting the assets of the campus.

Prior to FY03, these positions and the services provided have been fully paid from the Education and General (E&G) Facilities Management operating budget. The Design Services Unit provides analysis, planning and/or design services directly in support of maintenance projects or alteration/renovation (i.e., construction services) projects. Going forward, the architects and engineers in the Design Services Unit will charge their time to the work orders established for the projects. The cost of their time will be applied to these projects at a rate that has been calculated based on the budgeted cost (i.e., salaries, benefits, supplies, materials, equipment, software, etc.) of the personnel and other resources involved directly in the delivery of Architectural and Engineering (A&E) Services, as well as the Design Services Unit's pro-rata share of the actual indirect or overhead expenses involved in the operations and management of the Facilities Management as a whole.

Charges for A&E services will be applied only in the case of direct support services required in support of specific projects. For example, if A&E services are required in support of a maintenance project being undertaken by the Operations Unit of the Facilities Management and pertaining to an E&G facility, the hours involved will be charged to the associated work order and paid for by E&G Budget funds for campus maintenance administered by Facilities Management. If the project/work order is associated with an alteration/renovation project "requested" and being paid for by either and E&G or Auxiliary Department of the Campus, or if it is associated with maintenance projects requested and being paid for by an Auxiliary Department, the charges incurred for A&E services will be paid for by the requesting department. The cost estimates prepared in the future for such projects will reflect the A&E hours required, if any, as well as the associated costs. All time spent by the staff of

the Design Services Unit in support of general A&E activities (i.e., the development and maintenance of design and/or construction standards for the campus, the review and interpretation of code requirements, etc.) will continue to be paid for by E&G Budget funds administered by Facilities Management.