

William Paterson University Policy

School/Unit Policy

SUBJECT:	Funding Responsibility	TITLE:	Departmental Funding Responsibility		
CATEGORY: Check One	Board of Trustees <input type="checkbox"/>	University <input type="checkbox"/>	Functional <input type="checkbox"/>	School/Unit <input checked="" type="checkbox"/>	
Responsible Executive:	Vice President Admin. & Finance		Responsible Office:	VP Admin. & Finance	
CODING:	03-30-20-00-00	ADOPTED:		AMENDED:	
			LAST REVIEWED 04/08/14		

I. PURPOSE

This policy covers the cost of services provided to various departments for services that are not considered routine (Physical Plant/Facilities Operations) responsibilities. Chargebacks are the recovery of costs for services provided by one University Department to another Department for which the provider does not receive a budget allocation to cover the costs of the services provided. This policy creates a means of feedback, ensures cost recovery and supports the goals of the University. and allows the campus community to share in the success of the University.

II. ACCOUNTABILITY

Charge-back projects are managed by the Physical Plant Operations Department and shall be accomplished with in-house Physical Plant personnel. The Physical Plant Department attempts to execute all projects within desired schedules as cost effectively as possible. The chargeback policy is intended to allow University departments to manage more effectively, all costs for program delivery.

III. POLICY

Physical Plant Operations is provided with resources intended to support the general operations, maintenance and repair of building structures and their associated integral systems and equipment. Physical Plant Operations will provide all routine maintenance and repair services for buildings, equipment and systems owned by WPU. This includes tasks such as, maintenance and repairs to plumbing, electrical, HVAC and utility system, in addition to, the cleaning and upkeep of interior finishes and grounds, leaks and electrical problems, heating, ventilation and air conditioning maintenance, structural maintenance including painting, repairs to walls, ceilings, roofs, etc. and providing routine custodial and grounds services.

Individual departments are to identify the funding for the operation, maintenance, repair and replacement of special activities, furnishings equipment, materials found in theaters, laboratories, and offices, laboratory furniture and fixtures, fume hoods, presses and other locations. Specifically, departments are expected to support the following costs:

- New departmental office furniture and office equipment.
- Installation, maintenance, and replacement of laboratory apparatus, equipment and appurtenances
- Maintenance and installation of kitchen equipment, appliances and movable equipment.
- Painting that is requested out of sequence from the approved queue.
- Installation of shelving, cabinets and furniture and relocation of these items when requested by a department/program.
- Installation of department/program automatic locks or card access systems where none exist.
- Rekeying of functionally sound locks and installation of new electronic card access points.
- Reconfiguration of space. Erecting or removing walls or utilities, changing lighting fixtures, relocating doors, etc.
- Fuel for vehicles.
- Service and maintenance contracts for auxiliary services including facilities, grounds, and vehicles (Residence Halls, Student Center, Recreation Center).
- Moving and relocations of materials.
- All costs of special events (such as lectures, dinners, dances, social events, parties, seminars, performances, summer camps, etc.) activities and resources not directly related to regularly scheduled classes including:
 - Delivery/Set-up and breakdown labor and materials.
 - Cleaning of the space and support areas (such as lavatories) during and after the event
 - Support personnel (HVAC techs, Plumbers, Electricians, etc.) as needed
 - Rental of tables, chairs, and other furniture and equipment
 - Transportation
 - Services directly and indirectly related to the activities and events of students organizations, clubs and the SGA are to be supported by those organizations.
 - Physical improvements to buildings, existing spaces and infrastructure.

Similarly, services directly and indirectly related to the activities and events of non WPU groups, organizations and individuals are to be funded/supported by those organizations. Additionally, these groups are responsible for fees intended to cover University expenses related to the use of the facilities. The fees shall include, among other items:

- Utilities to support HVAC, lights, AV equipment, lavatories, etc.
- Pro-rated amortization of the building, equipment and grounds
- Pro-rated contribution to the building's annual maintenance and operating costs
- Consumable or disposable materials

In all cases, the University shall make the final determinations regarding appropriate and necessary staffing levels and resource requirements based upon the department's request of staffing and services relating to those functions. The University will not jeopardize safety, the quality of service or the assets of the institution, including its reputation because of cost implications. The department/program requesting major changes to space must make arrangements with the Associate Vice President of Administration and Finance and all approvals must be received before any additional work will be performed.