

To: UAS Juneau Campus
From: Nathan Leigh, Director of Facilities Services
RE: Service Request / Work Order Funding

UAS provides Facilities Services funding to Operate and Maintain (O&M) standard building structures, components and grounds. Individual departments are responsible to provide funding for services requests not covered by Facilities Services O&M Funding. Examples of each are included below.

Items covered by Facilities Services – O&M funding

- Scheduled renovations, necessitated by normal wear and tear
- Heat/Cooling
- Lighting
- Plumbing
- Doors and access controls
- Floors, Ceilings, Walls
- Roofing and Building envelope
- Fire Alarm System
- Grounds, Roads, Walkways, Parking Lots

Items requiring Department funding

- Renovations requests, outside of normal wear and tear
- Office equipment and furniture
- Laboratory equipment and furniture
- Shop equipment and furniture
- Computer/IT equipment
- Appliances, Fridges, Ovens, Dishwashers
- Event set-up and breakdown
- Furniture moves/assembly
- Property disposal
- Vehicle maintenance and repairs
- Lock change requests
- Damages done by department employees
- Non-Standard building systems like; seawater systems, compressed gas systems, special ventilation systems, shop crane and cleaning systems.

Please contact Facilities Services for specific items and we will look it up in our system to see who is responsible for the operation, maintenance and repair of that system.

Funding for new facilities is separate and comes from several sources including, state appropriations, UFB, grants, user fees and alumni donations.