
PHYSICAL PLANT

SERVICES AT A GLANCE

Physical Plant's mission is to anticipate and provide the physical environment that enables Valdosta State University to achieve its objectives in instruction, research and public service.

FUNDED SERVICES TO THE FOLLOWING AREAS

Physical Plant is funded to provide service in academic and administrative buildings, landscape and grounds, and all state owned utilities that service these buildings. Through a financial arrangement with Auxiliary Services, Physical Plant provides maintenance and repair service to Auxiliary Buildings on a reimbursable basis calculated annually as a percentage of total service.

Academic Buildings
Administrative Buildings
Property Rented by VSU

Lawns, Landscaping, Irrigation
Campus Streets, Sidewalks, Curbs
Utility Systems

Funded service includes:

- Custodial Service
 - Routine cleaning: Vacuuming, dusting, emptying trash containers and outside ashtrays, dust mopping, restroom cleaning, stripping, waxing and spray buffing
 - Supplying such items as toilet tissue, paper towels, hand soap, trash can liners, door matting and runners, light bulbs and tubes
 - Major floor maintenance: Refinishing tile, and terrazzo floors
- Maintenance Service
 - Heating, Ventilating, and Air-Conditioning Systems
 - Plumbing
 - Drinking Water Fountain Systems
 - Permanently Installed Lights and Fixtures
 - Elevator Maintenance and Emergency Services
 - Locks, Keys and Electronic Access Maintenance
- Landscaping Service
 - Mowing, Planting, Trees, Limbs, Landscaping
- Utilities (Electrical, Water, Sewage, Steam, Chilled Water)
 - Dig Permits and Utility Marking
- Refuse Collection and Recycling
- Moving Services; Set-up for Events

REIMBURSABLE SERVICES

Physical Plant provides routine building maintenance and repair to the following facilities on a reimbursable basis. Auxiliary Services provides their own Custodial service in their facilities.

All Maintenance and Repair to Auxiliary Services Buildings

- Residence Halls
- Book Store
- Dining Halls and Food Venues

Athletic Events; setup or cleaning

Special Events (non-academic; setup or cleaning)

Student Recreation Center Maintenance and Repair

- Ropes Course
- Intramural Athletic Fields

Department Directed Renovations, Alterations and Remodeling

State Vehicle Repair and Maintenance (See Notes Below)

Physical Plant provides service to VSU Auxiliary Services on a reimbursable basis. The reimbursable amount is calculated by Financial Services as a percentage of the total Physical Plant Funding and reconciled annually.

PHYSICAL PLANT DOES NOT PROVIDE SERVICES FOR:

Maintenance Repair and Replacement of the following is a departmental expense

Laboratory equipment, cold boxes, specialized lab systems not essential to operation of building

Green Houses and Green House Equipment Used for Academic Programs

Animal cages, cage washers, and other specialized animal cage equipment

Office and audiovisual equipment, kitchen equipment; safes

Computers, Uninterruptable Power Systems

Food Services Equipment

Vending Machines

VSU Foundation Properties (not rented by VSU)

Fraternities/Sororities

Administration of Busses, Transportation, Parking Permits or Parking Tickets

Repair and maintenance of security systems

PHYSICAL PLANT VEHICLE REPAIR—ALL DEPTS ARE CHARGED

Physical Plant repairs and maintains vehicles and equipment for Physical Plant and various campus departments. All departments are charged for the parts and supplies directly through the Banner account system. Labor is not charged.

While all university owned vehicles are state property, and a part of the state vehicle fleet, neither VSU nor the Physical Plant operates a “motor pool.” There are no vehicles for departments to “borrow or check-out.” All vehicles are the responsibility of the department they are assigned.

Because Physical Plant maintains a large number of vehicles for facilities maintenance, Physical Plant offers vehicle maintenance as a chargeback service to university departments including most routine preventative maintenance and some minor repairs. Departmental account numbers are charged for parts and materials required.

Individual departments are responsible for the proper maintenance and repair of state owned vehicle assets assigned to them, and departments are not required to use Physical Plant Vehicle Repair services. If other resources are used, then departments need to work with the Business Services Department to properly procure the service. Because Physical Plant does not charge other departments for labor costs, departmental expenses for maintaining vehicle assets will typically be lower using Physical Plant resources in lieu of commercial maintenance.

Occasionally repairs exceed the scope of the Physical Plant repair shop and repairs are performed in local commercial repair shops. When this occurs, Physical Plant can arrange for the repairs and will inform the department head of the shop's quoted repair price before the work is done. All costs related to commercial repairs are the responsibility of the department.

Physical Plant is responsible for maintaining records of all vehicle maintenance and repair. If a department uses a resource other than Physical Plant, copies of the repair and maintenance invoices need to be sent to Physical Plant, who in turn enters that information into the state vehicle data base.

FURNITURE

Physical Plant funding is related to real property. Funding for repair, maintenance, installation and assembly of movable furniture is not included in the Physical Plant budget. Departments need to include delivery and assembly of furniture when purchasing furniture. If no other resources are available, Physical Plant will assemble furniture as a charge-back expense at the rate of \$20 per hour per laborer.

FACILITIES PLANNING AND DESIGNS FOR CONSTRUCTION

Physical Plant provides facilities master planning for VSU. The Board of Regents provides funding for Maintenance, Repair and Rehabilitation based on a formula that uses resident instruction square footage. Design for project funded with MRR funds will normally be funded with MRR funds. Designs for construction projects that are not included in the MRR project list will need to be provided from another account.

SET UP AND CUSTODIAL WORK FOR SPECIAL EVENTS

Physical Plant places chairs, staging and post-event custodial cleaning for special events related to resident instruction. Examples of these events are convocation and graduation ceremonies. All non-residential instruction events will be provided service on a reimbursable basis. Work done after normal working hours and on weekends/holidays will require the sponsor of the event to reimburse at the overtime pay rate.