

## Funded and Paying Requests

The Facilities Management Division is allocated an annual Education and General (E&G) budget for the maintenance of the University's E&G buildings, grounds, and utilities. This funding is not intended for new construction, expansion, renovation, or facility alterations.

Requests for work that are not part of Facilities Management's fiscal responsibility must be paid for by the requesting department or organization. Paying work orders can now be completed to include a digital signature and submitted via email to [FM-ServiceCenter@usf.edu](mailto:FM-ServiceCenter@usf.edu). The Service Center will ask the customer to identify the account which will pay for the work. The customer will be required to have the Work Request Form (PDF) signed by an accountable officer, thus authorizing Facilities Management to proceed with the request and charge the account.

Requests from E&G departments for regular maintenance work on E&G buildings are performed without a charge to the customer. Examples are:

- Light Bulb Changes
- Plumbing Repairs
- Replacing Ceiling Tiles
- Door Hardware and Repairs
- Air-conditioning Repairs

In some instances, work for E&G departments can be a "paying" job. Typically, the following are paying jobs:

- Repairs to departmental furniture
- Table and chair rental
- Installation of keyboard trays, bulletin boards and other office equipment
- Repairs to golf-carts
- Departmental requests for replacement of carpet solely for aesthetic reasons
- Departmental requests for repainting of walls (change of color) solely for aesthetic reasons
- Trash cans and clean up after events

Requests from Auxiliary buildings and Auxiliary departments are typically charged. Examples of these charged requests are:

- Air conditioning repairing - in auxiliary departments
- Roof repairs - on auxiliary buildings
- Lighting repair - in auxiliary buildings
- Any types of repairs or maintenance work - in auxiliary spaces
- Repairs to vehicles that belong to auxiliary departments

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### Service Center

Ph (813) 974-2845 | Fax (813) 974-3199 | [FM-ServiceCenter@usf.edu](mailto:FM-ServiceCenter@usf.edu) | Located in OPM 100