

POLICY FOR CHARGEABLE SERVICES**POLICY**

The following guidelines are used to determine the Facility Operations services that are chargeable and those services that are performed at no charge:

- General Routine maintenance or repairs to existing facilities are ***NOT*** normally charged to departments.
- Departmental-requested modifications or improvements to its facilities ***ARE*** considered chargeable services.
- If a department is requesting a repair to a normal maintenance item (or an item that is on the Deferred Maintenance Master List) and would like that work accelerated, the department has the option of funding that service through an Interdepartmental Charge (IDC) by providing a FOAP.

That being said, all requests for service repairs will be reviewed on an individual basis, using the reasoning stated above, to determine if the service is chargeable.

KEY REQUISITIONS

To request a new key, please complete the *Key Requisition* form with account number (FOAP) and authorized signature, and mail, email (facilityoperations@udmercy.edu), or fax (313-993-1175) to Facility Operations. This form can be found at a link from our



Facility Operations &
Construction Management