Non-billable vs. Billable Requests

Following is a partial list of both maintenance services funded by the state and maintenance services that are not state funded and therefore chargeable to the customer.

Note: All Minor In-House Construction (MIC) services are 100% Billable. All auxiliary, retail, (non-E&G space), and departmental equipment and systems are treated as billable service.

Service Area	Non-billable Request	Billable Request
Custodial Services	Graffiti removal Routine cleaning services performed daily in general use space such as lobbies, corridors, restrooms, and other public areas Routine cleaning services in labs, offices, classrooms, and other supported areas. Spill cleanup in public area Trash removal - regular trash in standard containers Window washing--entrances and any areas accessible from a sidewalk and not obstructed by landscaping trash receptacles emptied replace trash liners restroom cleaning/disinfecting restocking of paper goods and soap in restrooms vacuuming of carpet dust mopping wet mopping and buffing of floors cleaning entrance door glass cleaning/disinfecting drinking fountains stairwell cleaning handrail/banisters damp wiping dusting window sills and ledges cleaning chalk boards and trays spot shampooing carpet as needed spot cleaning finger marks as needed strip, scrub, refinish floors as scheduled shampoo carpets as scheduled Unlocking/locking of all building entrances and classrooms/labs	Carpet cleaning beyond established schedule Event setups, table and chair rental High-clean requests Spill clean-up in department spaces Project clean-up over and above routine cleaning Special service requests such as extra paper products, additional trash cans, walk-off mats, special event cleanup above and beyond established routine cleaning Trash removal of irregular items or excess accumulations above and beyond everyday norms--EITHER SOLID WASTE OR MOVES AND EVENTS--depending on the nature of the trash/items Window washing over and above scheduled washing
Carpentry	Classroom seating Ceilings, Grating, Hanging Door: repair and installation Flooring Sheetrock: repair, patching, floating Cabinet repairs Special projects	Designs and builds custom furniture Stages, banners, boards, plaques
Electrical	Building power distribution Exterior & interior building lighting (*All street & sidewalk lighting are the responsibility of Utility Services.) Pump controls	Small project installations/modifications Any work performed on inter-departmental equipment

	Motor control	
Elevator	All general elevator maintenance and repair Maintenance of all university elevators Other lift systems (dock lever, handicapped lifts (Library, etc.) Official inspection of elevators and certified reporting to the State of Texas. Conduct weekly, monthly, and quarterly preventive maintenance. Check operations daily.	Welding Services, All repair's not related to AUX SLA Contracts All after hours calls related to aux buildings Modernization project Standby for special events and move ins
Grounds Services	**Garden Operations:** Flower bed planting Flower bed maintenance Litter pick-up **Tree / Shrub Operations:** Trimming / Pruning Tree planting / replanting Tree removal Tree chemical treatment Irrigation Installation Repairs Scheduled Maintenance **Pest Control:** Insect/pest/rodent control Weed control spraying Termite treatment Mosquito Spraying **Zone Operations**: Mowing Edging Blowing Parking Lot Solid Waste Removal Trash removal Parking lot sweeping Street sweeping Mechanic Equipment repair Equipment preventive maintenance Order parts Special Operations: Drainage/culvert cleaning Inclement weather preparedness/response	Pest Control for Bed Bugs, termites and raspberry ants
Labor	Heavy trash items that are in the hallways and loading docks.	Extremely heavy trash/equipment items located in labs and locations outside the main campus, such as ERP etc…
Key & Lock	Maintain mechanical and electrical door locking hardware Public Access Control Room signage replacement	Lock re-keying, installation Personalized name plates Engraves and installs interior signage Key Cutting Services

	Overall security access to buildings Technical consulting Maintain automatic doors	
Mechanical	Maintain the plumbing and mechanical systems	Any work performed on inter-departmental equipment
Painting	Routine painting maintenance and in-house construction Roll, brush, and spray painting Plaster repair Sheetrock repair Texturing Stain and finish Wall covering Furniture refinishing	Furniture staining & finishing
Plumbing	Maintain pumps servicing domestic hot & cold water, storm, and sanitary systems The Campus underground domestic water (in excess of 4 miles of underground piping) and waste water infrastructure. Building plumbing systems *(all of our shops have heightened responsibilities for all the research, science & lab facilities) Building domestic water pumping systems Storm and waste pumps Domestic water pumps Campus & Building Natural Gas infrastructure Drinking fountain maintenance Vacuum pumps systems	
HVAC Services Bldg Mgt Sys Lab Services PM Services	Fume hoods and exhaust systems maintenance. Ducts, stand-alone chillers, boilers, and refrigerant A/C systems outside of Power Plant repair and maintenance. Climate control for all buildings. General control repairs/moderations.	Specialized or lab air compressor maintenance. Small project installations/modifications. Preventive Maintenances for SHRL/Auxiliary Buildings. Repairs/Modifications for SHRL/Auxiliary Buildings. Vivarium watering systems repairs Any work performed on inter-departmental equipment
Signage		Engraves and installs interior signage Personalized name plates
Structural Maintenance	Building roof maintenance & preventive maintenance Power washing of sidewalks and breezeways Sidewalks and concrete project Flag duties Pools and Fountains maintenance Parking lot stripping maintenance	