**FO&M Services**

**Normal Services**
Maintenance of grounds including snow removal
Maintenance of utilities and distribution systems
Maintenance of buildings
  - Preventative maintenance, repair and replacement of:
    - HVAC systems
    - Plumbing systems
    - Electrical systems
    - Life Safety systems (fire protection, generators, reporting equipment)
    - Security systems (burglar alarm)
    - Conveyance systems (elevators, lifts)
    - Fixed furnishings and classroom equipment
    - Roofing systems
    - Building systems
    - Building interior
  - Cleaning of buildings (5 days/week)
Administer and maintain campus access control systems
  - Locks & keys
  - Electronic access control

**Recycling Services**
Energy management
Solid waste disposal and recycling
Central receiving/Delivery of packages
Disposal of surplus property

**Additional Services Provided on a Recharge Basis**
Installation of bulletin boards, chalkboards, and shelving in department space
Special lock and key work such as rekeying
  - Employee losing key
  - Keys not returned after termination or end of employment
Work connected with a special event, such as setup and cleaning.
Assembly and repair of furniture
Motor pool rentals and leases
Preventative maintenance and repair of fleet vehicles
Maintenance of items or equipment not owned by BSU
Discretionary replacements or maintenance work (before the normal life expectancy)
Any work performed for an auxiliary
Warehouse storage
Chair and table rental
Moving and hauling services
Central stores sales
Special pickup and deliveries
Shredding of retention items
Other non-maintenance services as required