

## 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 exterior
- 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

Assembly and repair of furniture

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

Moving and hauling services

Central stores sales

Special pickup and deliveries

Shredding of retention items

Other non-maintenance services as required