
LAMAR UNIVERSITY
MANUAL OF ADMINISTRATIVE POLICIES AND PROCEDURES

SECTION: Facilities Management

AREA: General

Fee Structure for Facilities Services: Educational & General Use (E&G)

MAPP 04.01.04

I. POLICY

- A. The Lamar University (LU) Office of Facilities Management provides maintenance, repairs, and other services to LU facilities classified as educational and general use (E&G). Facilities Management completes this work using in-house staff and resources as well as third-party vendors and contractors. This policy explains the Fee Structure governing facilities work performed for E&G facilities.

II. PURPOSE AND SCOPE

- A. This policy falls under the authority of all applicable federal and state laws, statutes, rules, and regulations, including, but not limited to, the following: the Texas State University System (TSUS) Rules and Regulations; Texas Education Code, Title 3, Higher Education; and the Texas Administrative Code, Title 19, Education.

III. EDUCATIONAL & GENERAL USE FACILITIES: FEE STRUCTURE & PROCEDURES

- A. **Decision-Making Authority.** As caretaker of LU's facilities, Facilities Management makes final decisions regarding how work is completed on University facilities. Facilities Management makes these decisions based on availability of labor and funds and with the goal of maximizing the University's resources as much as possible.
- B. **Fees/Cost.** Facilities Management services are part of the general support that LU provides to its E&G facilities. In general, these services are provided at no additional cost to E&G facilities, though special or unique projects may not be covered by the University. Special or unique projects are those the University deems non-essential to campus operations or beyond the scope of Facilities Management's regular services. E&G facilities requesting special or unique projects should contact Facilities Management to determine Fee Structures and sources of funding for these projects.
- C. **Work Performed for E&G Facilities.** Facilities Management performs several types of work for E&G facilities.
1. **Routine Services or Planned Services.** Facilities Management provides routine services to E&G facilities, including custodial services, cleaning, planned maintenance and repairs, and other services whose ongoing need can be anticipated. These services may be scheduled at regular intervals or performed on an as-needed basis. Work may be performed by Facilities Management personnel or by a third-party contractor or vendor.

2. **Non-Routine Services or Unplanned Services.** Facilities Management provides services to E&G facilities that are not anticipated but performed as the need arises. Examples include unexpected damage to or malfunction of LU facilities or requests for new, non-essential work (e.g., carpet, paint replacement when replacement is not needed). While these events may disrupt normal campus operations, they do not rise to the level of an emergency that threatens life, health, or safety. For unplanned services, E&G facilities submit a work request to Facilities Management, which reviews the request and assigns in-house personnel or a third-party contractor or vendor to the project.

3. **Emergency Services.** Facilities Management provides emergency services to E&G facilities. An **emergency** (also known as a **catastrophic** or **extraordinary event**) is an event that is unusual in nature and infrequent in occurrence and that may threaten life, health, or safety. Examples include natural disasters (e.g., hurricanes, floods) and human-caused disasters (e.g., explosions) that severely disrupt normal campus operations. An emergency may also be caused by the malfunction of or damage to University facilities not caused by a disaster but severe enough to disrupt normal operations. Emergencies must be reported as quickly as possible by phone or in person to Facilities Management during its regular operating hours. After hours, emergencies must be reported as quickly as possible by phone or in person to the LU Police Department (LUPD).

IV. REVIEW AND RESPONSIBILITY

Responsible Party: Chief Operations Officer

Review Schedule: Every three years on or before September 1

V. APPROVAL

Dr. Robert H. Wagner	09/15/2022
Chief Operations Officer	Date
Dr. Jaime R. Taylor	09/16/2022
President	Date

REVISION LOG

Revision Number	Date	Description of Changes
1	09/13/2022	Version created.
	09/16/2022	Version approved by President.