

Billable Services

Service Area	Paid for by BASC	Billable Services to Department
Building Custodial Services	<ul style="list-style-type: none"> • Graffiti removal • Routine cleaning in offices, conf rooms, and supported areas, monthly cleaning of refrigerators • Spill cleanup in public and departmental areas • Trash removal—regular trash in standard containers • Pest control • Clean white boards • Window washing—exterior and interior, frequency TBD • Sidewalk cleaning 	<ul style="list-style-type: none"> • Carpet cleaning beyond established schedule Carpet cleaning is only billable if there is consistent clean up calls in individual cubicles and offices • Event setup, table chair rental • High-clean requests – (Window Cleaning, Blinds Cleaning, table, desk, or chair cleaning, wall cleaning) • Project clean-up over and above routine cleaning • Special service requests such as extra paper products, additional trash cans, walk-off mats, special events cleanup above and beyond established routine cleaning • Trash removal of irregular items or excessive accumulations above and beyond everyday norms
Carpentry	<ul style="list-style-type: none"> • Baseboard Repairs • Ceiling tile replacement and repair • Door repairs • Drywall and plaster repairs • Earthquake restraints • Door Closers • Doorstop installation • Restroom Partitions • Hanging white boards/pictures • Office furniture repair • Mirror installation or moving • Floor tile repair and replacement in public spaces • Replacement/repair of carpets, linoleum, vinyl floors, wooden floors, and other floor surfaces in public/departmental spaces • Purchase/installation, maintenance and repairs of venetian blinds/draperies • Furniture repair in public spaces • Mirror replacements in restrooms and public spaces • Wooden railings and steps repair/replacement • Stair tread, guard replacements, safety strips • Window and glass repairs on building exteriors 	<ul style="list-style-type: none"> • Construction/installation of cabinets, bookshelves, and misc casework • Door replacements/conversions within controlled space • Earthquake restraints for items/cabinets under 5.9 Feet • Hanging of screens of special projection equipment when such equipment must be anchored into the wall and or weighs over 10 lbs.
Electrical	<ul style="list-style-type: none"> • Ballast replacement (Facility lighting) • Circuit breaker resets, repair/replacement • Electrical distribution repair • Emergency generator and circuit service • Emergency lighting • Facility fixture cleaning and relamping: fluorescent and incandescent • Building facility lighting control systems • Routine circuit resetting • Handicap door access controls • Light motion sensor • Cord replacement/repair • Display case lighting installation, repair, and relamping 	<ul style="list-style-type: none"> • Lighting requests for services above baseline • Additional outlets and circuit requests • Conduit installation • Desk lamps and relamping (unless issued by UCOP) • Temporary power installations • Special lighting requests • Departmental power conditioners and emergency power systems

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Elevator	<ul style="list-style-type: none"> • All general elevator maintenance and repair • Dropped items 	
Fire and Life Safety	<ul style="list-style-type: none"> • Fire extinguishers, hoses, cabinets, sprinklers • Fire alarms/smoke detectors and system monitoring 	<ul style="list-style-type: none"> • Additional protective devices beyond code requirements
General Maintenance	<ul style="list-style-type: none"> • Brick, mortar, cement inspection • Public space inspection • Graffiti removal 	
Moving Services	<ul style="list-style-type: none"> • Hanging white boards/pictures • Opening locked/jammed furniture • Minor adjustments and moving services of equipment and furniture. • Adjusting work surface heights, installation of keyboard trays and assembling chairs. • Office or cubicle re-configuration if requested by BASC 	<ul style="list-style-type: none"> • Moves and reconfigurations requested by the department • Addition/adjustments to configurations after initial setup • Initial setup of standard cubicle configuration for new employees/contractors. Configurations include: small/large cubicle, normal office and executive office. (**This needs to be tracked through IR so if it is not completed to the satisfaction of the dept, adjustments can be made within the same ticket. Additional adjustments made after the dept signs off on the IR will be charged to the dept through a separate IR.) • Picture/white board hanging if hanging involves these items involve structural fasteners <p>*Standard setups listed below</p>
*Standard Setup	<ul style="list-style-type: none"> • Cubicle setup includes: 1-2 pedestals &/or one 2 drawer filing cabinet; 2-3 overhead bins or open top shelves, blue recycling bin with small trash can. • Office setup include: L or U shaped configuration, 1 tack board, choice of small table chairs or 2 chairs (dependent on space), blue recycling bin with small trash can. 	
Landscaping Services	<ul style="list-style-type: none"> • General landscape maintenance of all non dedicated landscape areas • Hardscape maintenance and trash removal • Tree trimming, removal, and replacement • Litter pick-up • Road and walkway maintenance and repair Irrigation installation system installation and repair • Exterior planter beds and containers not specifically assigned to a dept • Plants in all public spaces • UCOP parking 1x per year • Sidewalk cleaning 	<ul style="list-style-type: none"> • Special requests for plantings or color changes • Special event preparation and cleanup
Lock Shop	<ul style="list-style-type: none"> • Repair and replacement of architectural door hardware; locksets, key cylinders, closers, door operators, and panic devices • Installation and maintenance of Electronic Access Control systems for non-dedicated exterior and public spaces • Door alarm installation and maintenance in public spaces • Omni Locks in Public Spaces • Key fabrication • Lock rekeying, installation • Window locks, cabinet, file and desk locks • Unlocking cabinets, desks, and other case goods • Lockouts (afterhours) 	<ul style="list-style-type: none"> • Request of special rekeying of locks by departments

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Mechanical	<ul style="list-style-type: none"> • Building Fans • Dedicated fans 	
Painting	<ul style="list-style-type: none"> • Painting is done in public spaces as needed (kitchens, bathrooms, main lobbies) • Parking lot painting and restriping • Patching and painting of offices to maintain appearance 	<ul style="list-style-type: none"> • Painting offices requested by dept
Plumbing	<ul style="list-style-type: none"> • Restroom equipment maintenance and repair/replacement • Drinking water filters in public spaces • Leaks, facility drain stoppages, and flooding 	
Refrigeration /HVAC	<ul style="list-style-type: none"> • Building Chillers • Building air conditioning units • Freezers • Ice machines • Refrigerators 	<ul style="list-style-type: none"> • Dedicated air conditioning units • Dedicated chillers • Circulating Fans
Refuse, Recycling and Files	<ul style="list-style-type: none"> • Routine recycling material pickup (custodial) • Bulky waste removal (periodic scheduling) • Shredding • Furniture 	<ul style="list-style-type: none"> • Excessive or unusual recycling materials pickup • Wooden pallets and excessive or non-flattened cardboard or packing materials • Recall charges
Signage	<ul style="list-style-type: none"> • Signage/Name Plates/Holders 	
Structural Maintenance	<ul style="list-style-type: none"> • Roof maintenance and repairs • Structural waterproofing • Building window leaks and caulking • Gutter and downspout maintenance 	
Special Events		<ul style="list-style-type: none"> • PA system installation and transport • Special Handling equipment • Specific Vendor requests

Revised October 3, 2012