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**LAMAR UNIVERSITY**  
**MANUAL OF ADMINISTRATIVE POLICIES AND PROCEDURES**

**SECTION: Facilities Management**

**AREA: General**

**Fee Structure for Facilities Services: Auxiliaries**

**MAPP 04.01.05**

**I. POLICY**

- A. The Lamar University (LU) Office of Facilities Management provides maintenance, repairs, and other services to LU facilities classified as auxiliaries. 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 auxiliaries.

**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. AUXILIARY FACILITIES: FEE STRUCTURE AND PROCEDURES**

- A. **Auxiliary units** are self-supporting enterprises that provide services to students and other LU community members, who are charged a fee that is then used to fund this enterprise (Texas Administrative Code, Title 19, §§ 13.1, 13.142). As self-supporting units, auxiliaries cover costs for labor, materials, supplies, service contracts, and other goods and services provided by or coordinated through Facilities Management.
- B. **Documentation.** Work performed by or coordinated through Facilities Management as well as associated costs must be documented. Documentation is expected, as needed, at all phases of a facilities project. Documentation must be written (digital and/or print) and may take several forms: work request, work order, service contract between LU and an outside contractor/vendor, purchase order, requisition, chargeback report, sign-off sheet, or another written arrangement between Facilities Management and an auxiliary. Except for emergencies that threaten life, health, or safety, facilities work for auxiliaries **will not begin** without written documentation.
- C. **Approvals.** Routine work, simple or minor maintenance and repairs, and work for which there is already a service contract typically do not require approval beforehand from an auxiliary. Facilities work that requires approval beforehand from an auxiliary includes, but is not limited to, work that is not routine, work that will incur significant costs and time beyond routine or minor facilities work, and new work requested for a specific reason. Examples of these projects include non-essential maintenance and repairs (e.g., replacing carpet, paint, and other facilities that do not require replacement); unanticipated or major, costly repairs to an auxiliary's facilities; and other unplanned, major, or costly projects. In these cases, Facilities Management requests an estimated

cost for this work, which is then sent to an auxiliary for written approval (digital and/or print). Except for emergencies that threaten life, health, or safety, facilities work of this type (i.e., costly, major, non-routine, and/or requested new work) **will not begin** without written approval from an auxiliary.

**Note.** Requirements for written documentation and approvals may be waived for emergencies, which require immediate action to protect the LU community.

- D. **Coordination.** If Facilities Management anticipates that facilities work will incur significant or unanticipated costs to an auxiliary, Facilities shall inform the auxiliary beforehand to determine the best course of action. An exception would be an emergency for which work must be performed immediately and, at times, without an auxiliary's prior knowledge or approval.
- E. **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.
- F. **Facilities Work Performed for Auxiliaries.** Facilities Management performs several types of work for auxiliaries.
1. **Routine Services or Planned Services.** Facilities Management provides routine services to auxiliaries, 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 and are typically managed through a service contract or other arrangement between Facilities Management, an auxiliary, and/or an outside contractor or vendor. Work may be performed by Facilities Management personnel or by a contractor or vendor.
  2. **Non-Routine Services or Unplanned Services.** Facilities Management provides services to auxiliaries 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, auxiliaries submit a work request to Facilities Management, which assigns in-house personnel or an outside contractor/vendor to the project.
  3. **Emergency Services.** 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).

G. **Payment Methods.** Auxiliaries pay for facilities work through direct charges, chargebacks, or a combination of these methods. The method chosen depends on the type of work (routine, unplanned, etc.), the availability of funds in auxiliary and Facilities Management accounts, prior payment arrangements agreed to by auxiliaries and Facilities Management, and other factors through which the University can maintain its facilities in the most efficient and cost effective way possible.

1. **Direct Charges.** An auxiliary can pay for facilities work by having this work charged directly to one of its index (account) numbers. Both labor and materials can be charged. Direct charges are processed through LU’s Office of Financial Services.
2. **Chargebacks.** An auxiliary can pay for facilities work through chargebacks, a process whereby Facilities Management provides or pays for facilities work (e.g., labor, materials, etc.) and is then reimbursed by an auxiliary. Each month, Facilities Management provides an auxiliary a report of work completed for that auxiliary during the month and the associated costs. This chargeback report is submitted to Financial Services, which reimburses Facilities Management using an appropriate index number from the auxiliary.

**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.