Attached are the recommendations of the Space and Budget Restructuring workgroup convened by Bill Shkurti in the Fall of 2000. These recommendations address how space should be charged to earnings units beginning in FY 2002 in a manner consistent with the overall framework of Budget Restructuring.

The workgroup consisting of Lee Walker, Judy Kleen, Rich Hall, Kevin King, Betsy Lindsey, Jim Stevens, Terri Stankiewicz, Jim Krygier, Glenn Funk, John Lowe and Ruth Burns, met numerous times and explored various options before making these recommendations. As a group we agree these recommendations are consistent with the principle: *Physical Plant cost allocations should be equitable, easy to understand and administer, and provide incentives to change behavior in a positive direction.* As a group we also believe specific implementation details remain to be resolved before the space costs are allocated to the Colleges. Many of the space data implementation issues will be addressed by the College of Veterinary Medicine Space Pilot, however, other policy issues such as how to allocate indirect cost and subsidy revenues associated with certain space and how to allocate the costs of off-campus leased space also need to be resolved before College space cost allocation implementation recommendations can be finalized.

Please let us know if we can answer questions or clarify our recommendations.

Cc Alayne Parson
Recommendations of the
Space and Budget Restructuring Workgroup
January 31, 2001

Bill Shkurti convened the Space and Budget Restructuring Workgroup in the Fall of 2000 with two goals. The short-term goal was to report back by January 2001 how space should be charged to earnings units beginning in FY 2002. The long-term goal was for the charging structure to be consistent with the overall framework of budget restructuring. The members include representation for each of the College Clusters and from Academic Affairs, Physical Facilities, and Facilities Planning and Development.

The Space and Budget Restructuring Workgroup’s starting point was the January 2000 report of the Physical Plant Assessment Workgroup. The current Workgroup began with the same guiding principle identified by the earlier group: *Physical Plant cost allocations should be equitable, easy to understand and administer, and provide incentives to change behavior in a positive direction.*

The current Workgroup reviewed the Preliminary Recommendations of the Physical Plant Assessment Workgroup regarding the allocation of physical plant costs. In particular, the current Workgroup reviewed the Methodology and Implementation Recommendations of the earlier group.

The space policy and data issues raised in the Physical Plant Assessment Workgroup’s report are being addressed through a budget restructuring space pilot. The College of Veterinary Medicine, RPIA, Office of Facility Planning and the Controller’s Office make findings and recommendations in the Spring of 2001.

The original Physical Plant Assessment Workgroup made three methodology recommendations for the allocation of costs:

**Original Recommendation 1** - Physical plant costs should be grouped in four cost pools: Utilities, Maintenance, Custodial, and All Other.

**Original Recommendation 2** - The allocation mechanism used to allocate physical plant costs by cost pool should be based on a campus-wide average cost per assignable square foot (ASF).

**Original Recommendation 3** - For initial implementation of the allocation of physical plant costs, a level of service factor should not be included.

The Space and Budget Restructuring Workgroup reviewed and reaffirmed the Original Recommendations with slight modifications including the elimination of the All Other category as a cost pool [Table 1 “Physical Plant Cost Pools”]. The Workgroup’s specific methodology recommendations are described below by cost pool.
Utility Cost Allocation (about 39% of POM cost)
The assignment of space on campus is appropriately a University-wide decision made taking into consideration all the available space on campus and our collective space needs. An individual program or College does not have the ultimate say about what space is assigned to that College or program. Applying the principle: *Physical Plant cost allocations should be equitable, easy to understand and administer, and provide incentives to change behavior in a positive direction* and the reality that a College or program can’t choose to be in a building that is an efficient or an inefficient user of utilities, the Workgroup concluded it would be inappropriate to charge actual utility charges in most instances. In addition to this policy conclusion there is the practical consideration that many of the existing buildings are not separately metered making the calculation of actual utility charges impossible. Furthermore, the cost of separately metering all campus buildings would far outweigh the benefit that might be achieved through allowing Colleges to recognize direct utility cost savings as a result of customer behavior in a given building.

Recognizing it is, as a policy, inappropriate to charge most space for actual utility usage and in the absence of separate meters in many buildings, there are three factors that the Workgroup looked at to determine if it was possible or desirable to establish levels of utility service in allocating campus wide utility costs to various types of space. The factors are: the types of utility services that are provided to the space, the intensity of the utility usage in the space and the schedule that the space operates.

The committee looked at three buildings and analyzed on a room-by-room basis using these three factors the Veterinary Hospital, Sisson Hall, and McPherson Lab. These buildings were selected because they contain a variety of spaces and several departments each. A utility rate of high, medium or low based on services provided, intensity of usage and schedule the space was operated was assigned on a room-by-room basis and a utility charge was calculated for each building. In all three buildings the utility charges calculated with the service levels assigned were within 10% of the charge calculated with a flat average utility rate. The utility charge for almost all departments with space in these buildings also was within 10% applying a room-by-room level of service factor. Given our principle: *Physical Plant cost allocations should be equitable, easy to understand and administer, and provide incentives to change behavior in a positive direction* and based on the committee’s findings that levels of service did not result in significant shifts in the utility costs between buildings or departments it is the recommendation that most space be assessed a “university average” per square foot utility rate.

The committee does recommend a charge based on actual usage be calculated for low use buildings that are separately metered, for example barns and hangars. The cost would be calculated per KH used and include the cost of reading the meter and billing the customer. The attached list identifies buildings that are currently separately metered and have very low utility use. Removing the square footage and actual utility costs of the separately metered low utility use buildings from the calculation of the “university
average” utility rate will, without adding to the complexity of the average rate calculation, address the concerns that low utility users are subsidizing others.

**Custodial Cost Allocation** (about 32% of POM cost)
The most challenging allocation was the cost pool of custodial costs given our guiding principle of: *Physical Plant cost allocations should be equitable, easy to understand and administer, and provide incentives to change behavior in a positive direction.*

The Workgroup’s recommendation was that those who have no custodial service should not participate in the cost pool and customers, who chose to purchase a higher level of custodial service, should continue to have that option available.

*Most* space, however, will be assessed a “university average” custodial rate applied on an ASF basis. The square footage attributed to unoccupied buildings, barns, hangars and other similar space that receive no custodial service will not be included in the custodial cost pool allocation calculation and will not be assessed a custodial fee. Customers, who pay for a higher level of custodial service, will pay that incremental cost in addition to the “university average” rate.

The Workgroup believes, the cost to the University of negotiating and maintaining a building-by-building or unit-by-unit custodial rate would outweigh potential benefits that any individual unit might gain by such a plan. Allocating an average custodial rate to the Colleges will still encourage Colleges to consider the most effective and efficient use of space and will encourage Colleges to hold Physical Facilities accountable for the level of custodial services provided for the campus average custodial rate.

**Building Maintenance Cost Allocation** (about 28% of POM cost)
Among the factors that affect the amount of maintenance a space requires are: age of the facility, design and style details, the buildings use, the type of building systems, and the amount of preventive maintenance the building has received during its life. Many of these factors are outside the control of the building occupant. However the policy should not encourage a unit to avoid necessary preventive maintenance. Attached is a description of the types of base level services included in the maintenance cost category [Attachment 1](#). The service and maintenance of “special departmental equipment and building systems” will continue to be the responsibility of the department using the equipment and building systems in addition to the allocated maintenance charge.

It is the Workgroup’s recommendation that: *All* space receiving base level maintenance through Physical Facilities be assessed a university average maintenance rate. No space receiving base level maintenance services through Physical Facilities will be exempt from the rate.

**All Other Space Related Cost Allocations**
Expenses such as the Engineer’s Office, the Environmental Health and Safety Office and grounds maintenance and resource management cost pools (see Attachment 2 for
definition of services in these two cost pools) benefit the entire campus and their benefits and costs are not related to the amount of space a College or program occupies. These types of expenses should be allocated across the Colleges and earnings units as well as the auxiliary units like the Hospital, Residence and Dining Halls and Athletics. Therefore, the Workgroup recommends these expenses be allocated through the flat tax to the colleges and continue to be included in the overhead rate charged to auxiliary and earnings units.

In addition to the Methodology Recommendations made above, the Space and Budget Restructuring Workgroup makes the following FY 01, 02 and 03 physical plant charge implementation recommendations.

FY 01-02 Share New Methodology POM Cost Calculations - Physical Facilities will identify and share with the colleges and earnings units the FY 01 and 02 utility costs for those buildings that are separately metered and are recommended to be charged for actual use.

Resource Planning will (after removing the actual charges paid by the occupants of the separately metered space) calculate and share with the colleges and earnings units the FY 01 and 02 university average utility rate, custodial rate and maintenance rate.

Phased In-FY 02-03 Implementation of New Physical Plant Charge Methodology for Earnings Units – The attached Table 2 “Calculation of Earnings Physical Plant Assessment” identifies the FY 01 and FY 02 physical plant charges for earnings units calculated in the traditional manner and the FY 02 rate calculated using the methodology recommended by this Workgroup. Because the new projected assessment is significantly higher for some units, the Workgroup recommends the new methodology assessments be phased in over FY 2002 and 2003 so as not to unduly burden either the total general funds budget or an individual unit's budget. Half of the increase or decrease of the physical plant charge between FY 01 and 02 will be assessed in 02. In FY 03 the full physical plant charge as calculated with the new methodology will be assessed. The recommended phased-in charge for FY 02 for each earnings unit is also shown on the attached table.

FY 03 Implementation for Colleges – It is a principle of budget restructuring that the allocation of space costs be budget neutral in the first year that the costs are allocated to the Colleges. Practically that requires the allocation of the operating funds and space costs (currently paid centrally) to each College be based on the space currently assigned to the College. Space data is recorded in a space database kept by the Office of Facility Planning and updated by the Colleges. The accurate updating of the data reflecting space assigned to each College has not been a high priority in the past. While some Colleges’ space may be accurately reflected in the space database others may not. The budget restructuring space pilot being conducted with the assistance of personnel from Resource Planning, the Controller’s Office, the Office of Facility Planning and the College of Veterinary Medicine is reviewing the current University space database. The space pilot
will, after the review, make a University space audit process recommendation. The space audit process recommendation is anticipated to be complete in the Spring of 2001. It is the recommendation of the Space and Budget Restructuring Workgroup that the allocation of the revenues and space costs to the Colleges be delayed until the space data audit process recommendations are made. Four implications of delaying the allocation of space costs and the operating funds associated with them to FY 03 are: 1) the space pilot will have reviewed the space data base and made recommendations to enhance the Colleges’ confidence in the space data; 2) the operating funds and space costs currently allocated to the Colleges in the base budget scenarios will continue to be held centrally and not be allocated to the Colleges’ base budgets in FY 02; 3) the portion of the FY 02 marginal revenue increases in fees and subsidy shared with the Colleges will be calculated to take into account the physical plant costs being born centrally thus reducing the portion being shared with the Colleges; and, 4) the Budget Advisory Committee and the pilot Colleges will have more time to test and review the impact of various methodologies for sharing marginal revenues going forward and consider the need for a safety net to protect Colleges from unpredictable and unusually high increases in POM costs.

In FY 02, the College physical plant costs should be calculated (using the currently available space data and the new rate calculation methodology) and shared with the colleges for review and planning purposes. Each College will be responsible for reviewing and updating their space data in the Office of Facility Planning database. The insights provided by the College of Veterinary Medicine pilot will help define this review process.

The Workgroup recommends, beginning in FY 03 Resource Planning calculate annually, as part of the budget process, each college’s as well as each earnings unit’s space charge. That charge will be based on the assigned square footage (as recorded in the space database kept by the Office of Facility Planning). The square footage will be multiplied by the rates and at the levels determined appropriate for that space’s utilities, custodial and maintenance category. The Colleges will be provided with a breakout of the space charge by room. College space charges will be adjusted on a prorated basis, within the fiscal year, for significant amounts of square footage newly assigned or vacated after the annual calculation. To keep the space charge calculation simple and fair, however, all other use or service level adjustments will be made only on an annual basis. Specifics as to how the physical plant charge will be charged to the Colleges and credited to Physical Facilities in the budget and accounting systems and a determination as to how off-campus leased space will be charged to the Colleges needs to be addressed in FY 02 as the budget restructuring budget process is finalized.
### Table 1

**COMPARISON OF PHYSICAL PLANT COST POOLS**  
*(IN THOUSANDS)*

<table>
<thead>
<tr>
<th>Utilities</th>
<th>Account</th>
<th>Dept</th>
<th>Earnings Physical Plant</th>
</tr>
</thead>
<tbody>
<tr>
<td>Heat &amp; Power Income</td>
<td>165016</td>
<td></td>
<td>(11,000)</td>
</tr>
<tr>
<td>Water Income</td>
<td>165017</td>
<td></td>
<td>(1,600)</td>
</tr>
<tr>
<td>Gas, Oil, Coal</td>
<td>210131</td>
<td></td>
<td>7,500</td>
</tr>
<tr>
<td>Purchased Power</td>
<td>210132</td>
<td></td>
<td>14,175</td>
</tr>
<tr>
<td>Water &amp; Sewerage</td>
<td>210133</td>
<td></td>
<td>3,400</td>
</tr>
<tr>
<td>Utilities Operations</td>
<td></td>
<td>5065</td>
<td>3,376</td>
</tr>
<tr>
<td>Utility Reserve</td>
<td>299995</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Utilities Debt Service</td>
<td>299979</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PCB Transformers</td>
<td></td>
<td></td>
<td>1,831</td>
</tr>
<tr>
<td>Water Treatment</td>
<td></td>
<td></td>
<td>406</td>
</tr>
<tr>
<td>Utility Projects</td>
<td></td>
<td></td>
<td>282</td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
<td>2,159</td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td></td>
<td></td>
<td><strong>20,529</strong></td>
</tr>
<tr>
<td>Inflated to 2002 (7%)</td>
<td></td>
<td></td>
<td><strong>21,639</strong></td>
</tr>
<tr>
<td>NASF</td>
<td></td>
<td></td>
<td>7,074,749</td>
</tr>
<tr>
<td>Rate/NASF</td>
<td></td>
<td></td>
<td><strong>$3.06</strong></td>
</tr>
</tbody>
</table>

| Maintenance                      |         | 5064  | 11,632                   |
| Maintenance                      |         | 5064  | 11,632                   |
| Repair & Renovation              | 210134  |       | 4,882                    |
| **Subtotal**                     |         |       | **16,514**               |
| Inflated to 2002 (7%)            |         |       | **17,670**               |
| NASF                             |         |       | 7,135,846                |
| Rate/NASF                        |         |       | **$2.48**                |

| Custodial                        |         | 5063  | 9,994                    |
| Contract Services                | 205058  |       | 3,670                    |
| Buildings                        | 5063    |       | 9,994                    |
| **Subtotal**                     |         |       | **13,664**               |
| Inflated to 2002 (7%)            |         |       | **14,620**               |
| NASF                             |         |       | 6,414,237                |
| Rate/NASF                        |         |       | **$2.28**                |

**Total Rate/NASF**               |         |       | **$7.81**                |
## THE OHIO STATE UNIVERSITY

### CALCULATION OF EARNINGS PHYSICAL PLANT ASSESSMENTS

*(IN THOUSANDS)*

<table>
<thead>
<tr>
<th>% of Tot Space</th>
<th>NASF</th>
<th>Traditional Physical Plant</th>
<th>Budget Restructuring Phys Plant</th>
<th>Diff from Current Chgs</th>
<th>2 Year Phase In</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>2000-01 Charges</td>
<td>2001-02 Charges</td>
<td>% chg</td>
<td>Utilities</td>
</tr>
<tr>
<td>0704 WOSU</td>
<td></td>
<td>9,768</td>
<td>10,956</td>
<td>12.2%</td>
<td>6,441</td>
</tr>
<tr>
<td>w/o Custodial &amp; Maint</td>
<td>2,105</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>0706 University Press</td>
<td>75.00%</td>
<td>2,606</td>
<td>26,892</td>
<td>13,356</td>
<td>-50.3%</td>
</tr>
<tr>
<td>0745 Lantern</td>
<td>1,212</td>
<td>8,316</td>
<td>9,648</td>
<td>16.0%</td>
<td>3,709</td>
</tr>
<tr>
<td>1118 Vo AG Instructional Mater</td>
<td>491</td>
<td>4,584</td>
<td>5,004</td>
<td>9.2%</td>
<td>1,502</td>
</tr>
<tr>
<td>1132 Cattle Blood Testing</td>
<td>2,219</td>
<td>14,460</td>
<td>14,820</td>
<td>2.5%</td>
<td>6,790</td>
</tr>
<tr>
<td>2100 Dental clinic</td>
<td>20,609</td>
<td>184,128</td>
<td>193,908</td>
<td>5.3%</td>
<td>63,064</td>
</tr>
<tr>
<td>2504 Allied Med</td>
<td>4,979</td>
<td>43,608</td>
<td>51,336</td>
<td>17.7%</td>
<td>15,236</td>
</tr>
<tr>
<td>2700 Optometry Clinic</td>
<td>36.80%</td>
<td>20,333</td>
<td>160,656</td>
<td>169,308</td>
<td>7.0%</td>
</tr>
<tr>
<td>2927 Vet Hospital</td>
<td>50.00%</td>
<td>6,239</td>
<td>259,800</td>
<td>278,028</td>
<td>7.0%</td>
</tr>
<tr>
<td>4012 ULAR</td>
<td>208,572</td>
<td>228,255</td>
<td>20,707</td>
<td>9.4%</td>
<td>80,649</td>
</tr>
<tr>
<td>w/o Custodial</td>
<td>4,979</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4226 OIT</td>
<td>38,979</td>
<td>38,979</td>
<td>296,172</td>
<td>309,984</td>
<td>4.7%</td>
</tr>
<tr>
<td>4288 Wexner Administration</td>
<td>1,877</td>
<td>15,492</td>
<td>16,740</td>
<td>8.1%</td>
<td>5,744</td>
</tr>
<tr>
<td>5070 University Architect</td>
<td>624</td>
<td>9,288</td>
<td>15,492</td>
<td>16,740</td>
<td>8.1%</td>
</tr>
<tr>
<td>5092 Traffic &amp; Parking</td>
<td>9,288</td>
<td>9,288</td>
<td>76,596</td>
<td>79,200</td>
<td>3.4%</td>
</tr>
<tr>
<td>5118 Stores</td>
<td>5,737</td>
<td>76,596</td>
<td>79,200</td>
<td>3.4%</td>
<td>17,555</td>
</tr>
<tr>
<td>5165 Reprographics</td>
<td>9,900</td>
<td>39,552</td>
<td>45,492</td>
<td>15.0%</td>
<td>30,294</td>
</tr>
<tr>
<td>5182 Telephone Services</td>
<td>76,860</td>
<td>76,860</td>
<td>79,200</td>
<td>79,200</td>
<td>0.0%</td>
</tr>
<tr>
<td>w/o Utilities</td>
<td>23,252</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>w/o Custodial</td>
<td>28,477</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5200 Residence Halls</td>
<td>23,856</td>
<td>23,856</td>
<td>27,504</td>
<td>27,504</td>
<td>15.3%</td>
</tr>
<tr>
<td>w/o Custodial</td>
<td>6,709</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5414 Athletics</td>
<td>21,333</td>
<td>813,024</td>
<td>908,016</td>
<td>11.7%</td>
<td>65,279</td>
</tr>
<tr>
<td>w/o Custodial</td>
<td>166,903</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5477 Univ Airport</td>
<td>1,691</td>
<td>38,832</td>
<td>36,180</td>
<td>-6.8%</td>
<td>5,174</td>
</tr>
<tr>
<td>w/o Custodial</td>
<td>4,931</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>w/o Utilities</td>
<td>3,349</td>
<td>3,349</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| Total | 494,018 | 2,677,164 | 2,887,923 | 7.9% | 1,419,724 | 1,134,389 | 475,706 | 3,029,819 | 352,655 | 12.2% | 176,327 | 6.1% |

* Space increase.
Attachment 1

Maintenance Services

The Department of Physical Facilities, in support of the academic mission of the University, is responsible for providing a quality environment for teaching and research to all users of classrooms, laboratories, and offices in academic buildings.

**Ongoing Building Maintenance**

As a general rule, maintenance and repairs to public areas of buildings are funded by Physical Facilities. Routine maintenance/services include (but are not limited to):

- Repairing heating, cooling, ventilating, and building air conditioning systems
- Repairing plumbing systems, stopped drains, drinking fountains
- Repairing electrical systems, defective lights, etc.
- Repairing and installing interior and exterior locks, doors, windows, etc.
- Repairing class bells and fire alarms
- Cutting keys and maintaining card readers for keyless entry systems
- Repairing roofs, masonry work, plazas, etc.
- Scheduled painting and routine maintenance, etc.
- Maintaining pool classroom furniture
- Repairing elevators

Work that is specific to a department (or department-owned equipment) is generally not funded by Physical Facilities and requires a Requisition Form to bill the department for the work to be performed. Examples of such work include (but are not limited to):

- Remodeling changes affecting ceilings, walls, partitions, etc.
- Special service requests such as moving doors and equipment, building shelves, non-scheduled painting, changing ventilating equipment, etc.
- Carpet/upholstery installation and cleaning
- Furniture repair
- Research equipment

While Physical Facilities has an active preventive maintenance program designed to prevent problems from occurring, customer feedback is essential in providing notification when corrective maintenance is needed. Such requests can be made by contacting the Service Center.

Some unique services require specific attention. Unless otherwise specified below, additional information about these services may be obtained by contacting the Service Center.

**Heating, Cooling, and Ventilating**

Building HVAC systems are designed to keep room temperatures at comfortable levels throughout the year. While Physical Facilities has an extensive monitoring system for building system operations, not all room space in campus buildings is monitored. In the event there is a problem with the temperature in a building, it should be reported to the Service Center immediately.

**Elevators**

Routine elevator maintenance is provided as a centralized service for campus academic buildings and others. All elevators are equipped with emergency phones that are directly connected to the Service Center. Should an individual become trapped on an elevator, (s)he should use the emergency phone to initiate response by qualified staff. For the safety of everyone, no one should try to open the doors or help anyone leave the elevator until a qualified elevator mechanic has arrived on site to direct the process.
Attachment 2
Engineering and Related Services

The Department of Physical Facilities provides the following services to the University:

**Engineering and Landscape Architectural Design**

Represents the interests of The Ohio State University on issues concerning the reliability, longevity, and maintainability of campus facilities.

**Surveying**

Establishes and maintains University control points and monuments, collects pertinent site data to maintain official map records, and collects information on infrastructure improvements for future reference by various campus planning teams.

**Mapping**

Maintains current maps and provides information in various formats to campus planners and administrators.

**Utility Marking and University Utility Protection Service**

Provides utility location service of utility lines owned by the University (not including telephone lines) prior to any excavation occurring on the campus and during emergency situations, such as unexpected utility line breaks, to identify utilities in the surrounding area prior to beginning any repair work.

**Engineering Analysis**

Performs analysis of existing site and building conditions, inspects designs relating to campus roads, utilities, and buildings, and ensures ADA standards are met.

**University Construction Record Drawings**

Maintains archives of University construction drawings to keep the official records of all construction happening on campus.

**Project Coordination and Management**

Coordinators and engineers within Physical Facilities manage Basic Renovation and component replacement project. In addition, they monitor and report on projects occurring on campus both inside and outside of buildings.
Attachment 2
Environmental Health and Safety Services

The Office of Environmental Health and Safety (EHS) of Physical Facilities:

- Assists the University community in providing and maintaining a safe, healthful work environment
- Protects the local community and the environment from potential hazards generated by University activities
- Manages the University’s level of compliance with environmental regulations, occupational health and safety regulations, and radiological health regulations
- Acts as a community resource for environmental, health and safety information

Emergency Response

In the event of an emergency, EHS may be contacted 24 hours a day, 365 days a year through the OSU Police at 911. During normal business hours, EHS may be contacted at 292-1284.

Radiation Safety

EHS manages the University’s level of compliance with radiological health regulations:

- Monitors workplaces for radiological hazards
- Maintains the University’s broad scope license for use of radioactive materials and licenses for special nuclear materials
- Provides health physics support to the medical complex
- Conducts periodic audits of facilities that are posted for use of radioactive materials
- Provides pickup/processing of radioactive waste

Environmental Regulations

EHS manages the University’s level of compliance with environmental regulations:

- Develops and implements a comprehensive waste minimization program
- Provides pick-up, processing and disposal of hazardous, infectious and radiological waste
- Conducts environmental audits of property transfers
- Maintains environmental permits
- Oversees remediation projects
- Provides asbestos oversight
- Provides training on hazardous and infectious waste and spill control
- Acts as liaison with Federal, State, and local regulatory personnel

Occupational Health and Safety Operations

EHS manages the University’s level of compliance with occupational health and safety regulations:

- Conducts workplace monitoring for chemical, biological and physical hazards
- Reviews architectural and engineering plans for occupational health, safety, and life safety hazards
- Provides indoor environmental quality investigations
- Audits University facilities and operations to identify workplace hazards and assigns risks
- Provides the University community with multimedia training support for OSHA mandates

Community Resource

Acts as a community resource for environmental and health and safety information:

- Provides technical support to local and state regulatory agencies
- Responds to inquiries from the community regarding health and safety concerns
- Promotes the University’s proactive approach to environmental concerns to the community
Attachment 2
Roads and Grounds Services

The Roads and Grounds Division of Physical Facilities is responsible for the repair, maintenance and upkeep of roads, grounds (including sidewalks), and associated plant materials, the selection and propagation of plant materials, maintenance of Physical Facilities vehicles and equipment, management of the disposal process of solid waste (including refuse, recycling and surplus property) and support services for University special event and moving needs.

Grounds

All University grounds on the Columbus campus are the responsibility of the Roads and Grounds Division of Physical Facilities, with the exception of the varsity (sports) fields and areas maintained by the Department of Real Estate and Property Management. These grounds, including plant materials, provide an aesthetically pleasing landscape for the University community, consistent with The Ohio State University Master Plan. To ensure the integrity of the landscape, scheduling grounds for special events is handled through the Scheduling Office and with the approval of the Director of the Roads and Grounds Division.

Spraying and chemical application on University grounds conforms with Ohio Department of Agriculture (ODA) Guidelines and is performed by ODA-certified Physical Facilities employees.

Roads

All campus roadways, loading dock areas, and feeder streets are the responsibility of the Physical Facilities Roads and Grounds Division (with the exception of parking lots, which are the responsibility of Transportation and Parking Services). These roadways are maintained in a safe, efficient manner according to the guidelines set by the American Public Works Association and the Army Corps of Engineers.

Snow removal from University streets and sidewalks is the responsibility of Roads and Grounds. Roadways may be salted and/or sanded to maintain traffic safety. Snow removal from University parking lots is the responsibility of Transportation and Parking Services. Physical Facilities Building Services employees are responsible for removing snow and ice from building entrances.

Waste Removal

All waste that is not recyclable, recoverable, or surplus-worthy is the responsibility of the Roads and Grounds Solid Waste Management Shop. University refuse is disposed of in a safe, efficient, and healthful fashion in accordance with Franklin County Solid Waste District, City of Columbus Board of Health, State Legislative Mandates, and applicable Federal Regulations Revenue-generating operations will be charged for this service.

Recycling

All materials that can be recycled (i.e., scrap metal, aluminum, mixed paper, cardboard, glass, etc.) are recycled by the Roads and Grounds Division according to state and federal regulations. For additional information, contact the Recycling Office at 292-1528.
Resource Management Services

Key/Card Control Center

- Issues keys/cards and collects deposits
- Grants card access
- Upholds security processes with building space assignment verification
- Maintains database for brass keys and card access
- Accepts returned brass keys and issues refunds
- Provides brass key and card access reports

Building Audits

- Prepares and publishes building condition audit reports
- Maintains deferred maintenance data base

Accounting

- Initiates customer billing - labor and materials for billable maintenance, renovation and utilities charges
- Office of Prevailing Wage Coordinator - (614) 292-1776
- Provides Departmental accounting and budgeting information and services
- Oversees purchase order tracking and invoice approval
- Coordinates special projects relating to Departmental equipment, space, supplies and services

Human Resources

- Manages departmental payroll and timekeeping
- Coordinates transitional work programs and worker’s compensation issues
- Provides benefits assistance
- Maintains personnel records
- Coordinates labor/management activities, collective bargaining contract interpretation
- Oversees performance management and organizational development
- Administers departmental recruitment program

Information Management

- Administers Local Area Network
- Maintains facilities management system
- Provides technical support for computer hardware and software
- Develops new computer applications
- Evaluates new products and services

Learning Center

- Administers departmental Training program

Lost and Found

When articles are received at Lost and Found they are tagged and inventoried. All articles will be retained for 90 days, except for clothing, which is kept for 30 days. Several resources are used to track identifiable items, such as: the Staff /Student Directory, Registrar's Office, Internet, and E-mail. If a phone number or address is obtainable, possible contact with the owner can be made. After the retention period, all unclaimed articles will be donated to various University departments and organizations.

- Collects and inventories lost items on campus
Attachment 2

Programmed Maintenance Shop

- Maintains data base of building equipment
- Produces, distributes and monitors preventive maintenance work orders
- Maintains library of equipment operating manuals
- Performs quarterly inventory of pool classrooms and issues maintenance work orders

Stockroom

- Manages department's virtual warehouse system
- Maintains central warehouse for parts and materials
- Purchases, inventories and distributes materials used for work requests
- Provides off-campus pick-up of materials and on-campus delivery service