

# Division of Responsibility



The following abbreviated list outlines some of the items departments are typically responsible for maintaining. A more detailed list of F&S and departmental maintenance responsibilities can be found in the Campus Administrative Manual (CAM) sections VI-A-2, 3, 4, & 5.



Departments include colleges, schools, divisions, institutes, bureaus, offices, units, and centers.

### Starting a Project

To better understand the responsibilities that may occur as the result of a new construction or remodeling project, the department should consult the DoR or contact the DoR Coordinator. DoR documents are periodically updated and the latest version should be considered.



### F&S Maintenance Responsibilities

F&S has the principal responsibility of maintaining the general university facilities in an operational and serviceable condition within a prescribed budget. The cost of general building operation and maintenance, exclusive of Auxiliary Services and Housing buildings, other specific departmental buildings, leased property, and some farm buildings is assumed by F&S. F&S maintenance responsibilities for leased spaces are covered by lease agreements.

F&S allocates its budget to address campus maintenance based on highest priorities. Maintenance requests may be deferred due to budget constraints.



Items normally installed by F&S, with departmental funds, will be maintained by F&S if F&S agrees and receives prior notice of the installation. This work must be performed within the guidelines of the University of Illinois Facilities Standards and applicable building codes.

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**To request service: [my.fs.illinois.edu](https://my.fs.illinois.edu)**

**For urgent assistance: 217-333-0340**

**For additional information or questions: [fserviceoffice@illinois.edu](mailto:fserviceoffice@illinois.edu)**



## Departmental Responsibilities

The purchase, installation, and maintenance of departmental equipment will be assumed by the department. Items considered non-standard or special materials, and requested by a department or for departmental use, shall be the financial responsibility of the department.

Typically, departments occupying previously constructed space shall inherit the DoR of the space and its accompanying items.

### Examples of departmental responsibilities include:

#### Exterior

Special doors, hardware, storm windows, glass, lighting, signage, and fencing. Irrigation, landscaping, art, sculptures, murals, donor walls, flag poles, kiosks or other special items requested by a department or for a departmental use.

#### Building Interior

Special doors or hardware, card access systems, interior window blinds/shades, motorized blinds/shades. Special architectural features such as floors (including carpet), walls, ceilings (standard ceiling is 15/16" wide grid and non-special tile), and glass. Wall coverings, soundproofing, enclosures, art, sculpture, murals, donor walls, casework/cabinets & tops, whiteboards, furniture, and equipment.



#### Plumbing

Plumbing fixtures and toilet accessories other than those in public restrooms or public drinking fountains. Special plumbing water or gas systems for laboratory or departmental use. Water softener systems, showers, and safety showers. Plumbing connections to departmental equipment.

#### Heating, Ventilation and Air Conditioning (HVAC)

HVAC units or systems beyond general building heating and cooling for departmental use. Ventilation or exhaust ductwork and equipment for departmental equipment such as fume hoods. High pressure steam, special control equipment, humidification, and dehumidification systems. Window air conditioners. Special HVAC filtering. HVAC connections to departmental equipment.



#### Electrical

Special lighting (includes extra can lights), accessories, and systems not required for general illumination including light dimming. Special detection or alarm systems. Power distribution and accessories for departmental use beyond general building power distribution. Audio and visual systems. Electrical connections to departmental equipment.

#### Other

Cleaning of plumbing fixtures and accessories in laboratories, offices, private restrooms, kitchenettes, café's, etc. Cleaning requests beyond F&S responsibilities and outside of normal cleaning schedule including special carpet extraction. Trash and recyclable waste removal in excess of normal use.

