



Operational Agreement

Service Agreement between California State University Maritime Academy, Department of Facilities Management and California State University Maritime Academy, Department of Enterprise Services

Preamble

This agreement is entered into between California State University Maritime Academy, Department of Facilities Management (FM) and California State University Maritime Academy, Department of Enterprise Services (ES).

Historical

In 2018 Cal Maritime acquired the former Motel 6 property adjacent to the Cal Maritime campus. The addition of approximately 150 student rooms in conjunction with the termination of contracted custodial services, allowed Enterprise Services to form its own staff of custodial and maintenance personnel employed by California State University Maritime Academy. The formation of this maintenance group, and their focus on the residential campus will allow Facilities Management, who has historically maintained the residence halls, to focus its labor and resources primarily upon the academic campus of Cal Maritime.

Objective

The objective of this agreement is to define the standard services provided by Facilities Management and Enterprise Services, define the working agreement between the two departments and highlight standard operating procedures.

Area(s) of Responsibility

Facilities Management-

Facilities Management shall provide the overall maintenance, upkeep and repair services to all campus buildings and assets not under the purview of Enterprise Services. For buildings under the purview of Enterprise Services, Facilities Management will act as the secondary maintenance organization, providing assistance and oversight to Enterprise Services on an as needed basis.

Facilities Management shall provide maintenance, upkeep and repair services of the following equipment and systems on campus, regardless of location.

- Air Handling Units
- Supply, Return & Exhaust Fans
- Hydronic & Steam Boilers
- Heat Exchangers and all associated piping, convectors, radiators and attached components of campus HVAC systems.
- Electrical Systems to include transformers, switchgear and distribution panels, exterior lighting
- Exterior building envelope
- Internal walls, structural support and non-supporting walls
- Walkways, pathways, and fencing

Enterprise Services- Enterprise Services will provide building maintenance services to the Dining Center, Bookstore, Lower Residence Hall, McAllister Residence Hall, Upper Residence Hall, the Executive Residences, as well as the Felton House kitchen.

These services include but are not limited to the following:

Building Maintenance-

- Temperature Complaints (heating & cooling)
- Gas and Domestic Water leaks
- Repair/Replacement of damaged ceiling or floor tiles
- Furniture Assembly and/or repair
- Assembly and/or repair of furniture, fixtures and equipment
- Adjustment of door closers and hardware
- Minor roof leaks
- Painting and graffiti removal
- Sign installation and repair

Domestic Water Systems- Enterprise Services is responsible for the operation, repair and replacement of the following:

- Faucets & showerheads
- Urinals & toilets
- Isolation and distribution valves beginning at the building's main water valve

Sewer Systems- Enterprise Services is responsible for operation of sewer lines within their designated buildings terminating at the building service line.

Commercial Kitchen Equipment- Enterprise Services is solely responsible for the maintenance, upkeep and repair of all commercial kitchen equipment (range hoods, ovens, stoves, steam kettles, fryers,

mixers, cold rooms/freezers, dishwashers, food preparation appliances) as well as the regular cleaning & maintenance of kitchen service sewer lines, and range hood maintenance.

Electrical Systems- Enterprise Services shall be responsible for resetting tripped circuit breakers; the replacement of light bulbs/tubes, and ballasts; as well as the replacement or repair of electrical receptacles, switches, desk lamps, cords and small appliances within their designated buildings.

Standard Operating Procedures

Facilities Management will maintain their own Computerized Maintenance Management Software (CMMS) for the purpose of planned and preventative maintenance, as well as accounting of labor and materials.

Enterprise Services will maintain their own work order requesting system related to The Dining Center, Bookstore, Upper Residence Hall, Lower Residence Hall, McAllister Residence Hall and Executive Residences 2-5. All work requests for student residences (rooms) shall originate from said system.

All work performed by Facilities Management in buildings operated by Enterprise Services shall be initiated through a work request or captured under a standing work order for the purposes of labor and material accounting.

Facilities Management will maintain and update a library of building prints, technical documents, operational manuals, reports and records. All pertinent documents will be shared in digital format with Enterprise Services.

Auxiliary Maintenance Support

Work backlog and overflow of Enterprise Services work will be supported by Facilities Management on an as needed basis as requested by the Enterprise Services Operations Manager, and shall be quantified in a work order.

Access & Key Control

Facilities Management shall issue keys to Enterprise Services employees to grant access to all areas needed for them to perform required work. Prior to the issue of any keys a completed Key Request form must be submitted to Facilities Management.

Tenant Improvements

Any and all changes to the physical structure of any building must be approved by the appropriate Facilities Management administrator in order to fully satisfy the requirements of all applicable agencies. Request to evaluate a project may first be submitted through a work request.

Modification, Amendment and Oversight

Facilities Management or Enterprise Services shall modify or amend the terms of this agreement as necessary in order to address operational needs and efficiencies. Subsequent modifications or amendments shall be reflected in an updated service agreement.