

# UTSA<sup>®</sup> Facilities

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## BASE SERVICES

**Base Services**, formally called Institutional Services, are those services for which Facilities receives a budget allocation and are rendered without charge. The following are examples of typical Base Services:

- building maintenance (corrective and preventive)
  - balconies, decks, and verandas
  - ceilings
  - classroom seating, desks, tables, workstations, tiered platforms, etc.
  - doors and hardware (excludes Security Services keypads, DSX card readers, Locknetics, etc.)
  - electrical (excludes departmental or IT equipment)
  - fountains (exterior, to include water treatment)
  - hydration stations and water fountains
  - lighting – exterior and interior (Campus Services funds parking lot lighting)
  - plumbing
  - roofing (downspouts, drains, gutters, and weep holes)
  - roads and sidewalks (excludes Campus Services' parking lots)
  - stairs (steps, handrails, etc.)
  - walls
  - windows
- clocks (repair/replace in classrooms, common areas, hallways, and labs)
- flooring (within normal replacement cycle)
- grounds maintenance (including irrigation)
- housekeeping for Educational and General facilities
- infrastructure support
  - fire alarm and protection systems
  - building controls (heating, cooling, etc.)
  - elevators
- light bulb replacement (excludes furniture, lamps, cubicles, cabinets, etc.)
- painting (within normal painting cycle)
- pest control
- signs - room number and wayfinding (exterior and interior)
- utilities and energy management (electric, gas, and water)

Note: This list does not contain every service possible. If the service you need is not listed, please contact the Facilities Service Center for clarification.