

UTSA[®] Facilities

PREMIUM SERVICES

Premium Services, formally called Departmental Services, are those services for which Facilities does not receive a budget allocation and must be funded by the requesting department. The following are examples of typical Premium Services:

- Auxiliary Unit requests
- carpentry or fabrication work (bookshelves, cabinetry, frames, shelves, etc.)
- construction and renovation services
- departmental equipment (assembly, purchase, repair, or troubleshooting)
- electric and plumbing outlets/fixtures (additional)
- engineering and project management services
- event support (setup and teardown, housekeeping, plants, trade support, etc.)
- flooring replacement (tile/carpets) outside the normal replacement cycle
- hanging of banners or signs and staking of signs
- hanging of whiteboards, diplomas, photographs, posters, artwork, etc.
- housekeeping requests outside the scope of the custodial contract
- interior plants
- light purchase/replacements on furniture or in lamps, cubicles, cabinets, etc.
- moves (office, furniture, equipment, artwork, etc.)
- office furniture repair/purchase (desks, file cabinets, storage units, lockers, etc.)
- painting of non-structural items or offices outside the normal painting cycle
- signs (other than room number) – name plates, decals, plaques, stickers, etc.
- special requests
- utility connections (connecting/disconnecting) for departmental equipment
- vehicle maintenance (preventive, corrective, registrations, inspections)
- window treatment installation or replacement (blinds, tinting, curtains, etc.)

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.