

**Billable and Non-billable**

**Work Order Requests**

**Billable Charges**

* Events
* Housing
* ARC
* Leased spaces (Campus View, Husky Hall, UWBB, UWBX)
* Sports Field
* Cascadia (Special projects)
* Schools/Departments (outside routine, corrective, or preventative maintenance)
	+ Painting
	+ Office moves
	+ Custodial cleaning requests that are outside their routine schedule
	+ Shelving – remove or install
	+ New fixtures, outlets, etc.

**Non-Billable**

* Repair of windows, shades and existing glass display cases
* Maintenance of building ventilation, air conditioning, heating systems
* Maintenance of fire protection / security equipment and alarm systems
* Repair and maintenance of water, sewer, drainage, and gas utility systems
* Repair and maintenance of plumbing and water systems, water fountains, emergency eyewash/shower stations, etc.
* Painting-within public areas, including main entrances, public corridors, stairwells and restrooms, and offices and suites within a scheduled rotation
* Foundations and structures, roofs, gutters and ceilings.
* Stairways, handrails, and ramps
* Doors, door hardware, and building entrances
* Electrical Infrastructure and electrical systems
	+ Interior & exterior lighting
* Building incorporated laboratory equipment (anything in Discovery Hall – any of the UWBB equipment is billable to STEM)
* Heavy maintenance equipment such as trucks and carts that are University owned
* Exterior masonry repair, cleaning and repair of roofs, gutters and downspouts