

**SUBJECT: FACILITIES DEPARTMENT INTERNAL CHARGE BACK**

Under normal circumstances, the cost of setting up equipment, classrooms, and open spaces will not be charged back, with the exception of the following:

- Electrical connections and cabling required:  
An outside contractor's cost will have to be absorbed by the requesting party.
- Overtime incurred:  
Overtime incurred will be charged back to the requesting department. (Every effort will be made to reschedule daily staff.) Shift Engineers will also be utilized to help keep the cost of overtime to a minimum.
- Additional security requested (e.g. Backyard BBQ):  
The British Columbia Corp of Commissionaires will invoice this service separately to the requesting party as it is outside of the University's main security contract.
- Janitorial:  
In extenuating circumstances, an additional janitorial cost may have to be applied to the space rental charge, but in most cases this is absorbed within the agreement of the janitorial contract.
- Services that are outside the expertise of the Facilities Department:  
(e.g. power supply to a chiller for a specific piece of faculty research equipment) the cost of the equipment and contract labour costs may be charged to the department or the research fund. Authorization will be required from the Dean/Director prior to the work taking place.

**NOTE:** The Facilities Department, if possible, will assist in every avenue of labour and materials but there may be certain items (e.g. snow fencing that may have to be purchased by the requesting party).