

**FMS SERVICES:
INCLUSIONS, EXCLUSIONS, & SPECIAL CONDITIONS
APPLYING TO AUXILIARIES**

Operating Budget

FMS receives an Operating Budget each year predicated on funding the *routine, predictable costs of cleaning, maintaining, operating, and repairing*, the Institute's *existing* physical assets. RIT's current budget model requires that these costs be equitably recognized in the operating budgets of certain Institute costs centers referred to as Auxiliaries and Pseudo-Auxiliaries (for purposes of this document "Auxiliaries" is used hereafter to represent both).¹ This is accomplished via a standard monthly chargeback system administered by the FMS Director of Business Services.² Although not recognized in their operating budgets or statements, these costs are also equitably distributed to the remainder of RIT's colleges and departments for cost analysis purposes.

Wherever possible, distributed costs and/or charge back amounts are calculated from specifically identifiable source information (e.g. utility meters, service contracts, number of FMS personnel assigned to an area, etc.) Where such information does not exist, square footage is generally the default used for the calculation.³

On occasion, colleges and departments may be required to fund additional facility-related costs which are not covered within the FMS Operating Budget. The following paragraphs and appendices attempt to more specifically describe the services covered within the FMS Operating Budget ("inclusions"), and to identify those requiring separate funding ("exclusions") whether from Auxiliaries, Non-Auxiliaries, or the Central Institute.⁴

¹ Housing Operations (Apartments and Residence Halls), Food Services, the Bookstore, Reprographic Services (at Crossroads only), the Ice Rink, Margaret's House, CIMS, NTID, and Student Alumni Union are considered Auxiliaries.

² Opt-out -- In limited instances, and only with the approval of the Administration, Auxiliaries have been given permission to use their own staff to perform an FMS responsibility (i.e. cleaning their own space) and that service has then been eliminated from their chargeback calculation.

³ Other methodologies will be considered and implemented if they prove to be more equitable.

⁴ There are times when it may not be appropriate for individual colleges or departments (including Auxiliaries) to fund "exclusions" and/or they can not afford to do so; in such situations, funding requests are made to the Institute Budget Office.

Renewal & Replacement Costs⁵

One area of “exclusion” for Auxiliaries and Non-Auxiliaries alike is the costs associated with the renewal and replacement of furniture, improvements and betterments⁶, and/or major building, site, or underground utility components. Auxiliaries are required to develop (with FMS guidance and assistance) and fund their own R&R budgets. FMS develops an R&R budget for the balance of the Institute and to the extent central funding is made available, replaces the above components as needed. When central funding is not sufficient to meet a Non-Auxiliary’s needs, the Non-Auxiliary must provide the funding or defer their renewal or replacement need.

Inclusions & Exclusions

FMS is funded through its Operating Budget to provide only *cleaning, maintaining, operating, and repairing* services (hence we consider them to be “inclusions”) to the Institute physical assets for which FMS is responsible. FMS’ Operating Budget does not contain funding (hence we consider them to be “exclusions”) to provide the following:

- **Renewal & Replacements as described above.**
- **Services to buildings, equipment, or infrastructure normally the responsibility of another entity (e.g. voice/data associated with ITS, classroom A/V components associated with ETC, and apartments associated with Housing Operations).**
- **Elective services (e.g. special cleanings, installation of shelves and signage, picture hanging, rentals for special events, etc.) are generally considered exclusions.**
- **Non-routine maintenance costs which are generally defined as activities that are unplanned or unpredictable. Auxiliaries in particular are expected to fund all such costs in excess of \$1,500.**

FMS staff will however respond to critical trouble calls involving “exclusions” and assist in stabilizing the situation and offering advice for further action.

⁵ Roofs, mechanical systems, floor covering, painting, elevators & other specialized equipment, utility infrastructure, emergency generators, roadways/walkways, and fire alarm systems are currently included in an Institute R&R study. This study was intended to establish a minimum base line only as many other building components were excluded (the assumption being that incremental R&R funding would be requested for these excluded items on an as needed basis).

⁶ Although difficult to comprehensively define improvements and betterments, they are generally considered to be things above the base standard provided throughout campus. For example, key-in-knob locksets are the campus standard and card access systems an improvement and betterment; painted walls are the campus standard and wallpaper an improvement and betterment.

Appendix 1

Below is an alphabetic listing of representative physical assets and their related service “inclusions” and “exclusions”. For many of the exclusions, FMS can and will provide the excluded services, however, these excluded services need to be funded from a source other than the FMS Operating Budget (i.e. Central Institute Special Appropriation or requesting Department).

Access Systems

- Inclusions – Verifying presence of utilities (electrical power)
- Exclusions – Maintaining, operating, repairing, renewing & replacing

Ansul Fire Suppression System

- Inclusions – Verifying presence of utilities (electrical power and communication link to building fire alarm panel); Coordination of required testing and record keeping
- Exclusions – Cleaning, maintaining, operating, repairing, renewing & replacing; Removal and disposal of system components and suppression agent

Apartments – Services provided by Housing Operations

Artificial Turf Field – See also Athletic Exterior Lights and Fencing

- Inclusions – Maintaining, repairing
- Exclusions – Cleaning, operating, renewing & replacing; all services for special camps and like events

Artwork

- Inclusions – Cleaning (Institute artwork located in a common area or within departmental space)
- Exclusions – Cleaning, maintaining, repairing, renewing & replacing (Departmental or personal artwork regardless of location); maintaining, repairing, renewing & replacing (Institute artwork regardless of location)

Asbestos Removal

- Inclusions – Testing, record keeping, and removal of materials in common areas and/or mechanical spaces
- Exclusions – Removal required by construction projects must be paid for within the projects

Asphalt

- Inclusions – Cleaning, repairing
- Exclusions – Renewing & replacing

Assistive Listening Devices

- Inclusions – No services provided

Athletic Equipment

- Inclusions – Maintaining, repairing (permanently installed equipment)
- Exclusions – Cleaning, renewing & replacing; no services provided for moveable or free-standing equipment (goals, hurdles, fencing, etc.)

Athletic Exterior Lights (Tennis courts, Turf field)

- Inclusions – Cleaning, maintaining, operating, repairing
- Exclusions – Renewing & replacing

Athletic Fields

- Inclusions – Maintaining, repairing
- Exclusions – Renewing & replacing; all services for special camps and like events

Athletic Wall Pads

- Inclusions – Cleaning
- Exclusions – Maintaining, repairing, renewing & replacing

Audio Visual Equipment

- Inclusions – Verifying the presence of utilities (electrical power)

Backboards – See Athletic Equipment

Backstops – See Athletic Equipment

Bathroom Fixtures

- Inclusions – Cleaning, maintaining, operating, repairing
- Exclusions – Renewing & replacing

Blackboards – See Whiteboards

Bleachers (Indoor)

- Inclusions – Cleaning, maintaining, operating, repairing
- Exclusions – Renewing & replacing

Bleachers (Outdoor)

- Inclusions – Cleaning, maintaining, repairing
- Exclusions – Renewing & replacing

Blue Light Phones

- Inclusions – Repairing light only
- Exclusions – No services provided on phones

Brick

- Inclusions – Cleaning (i.e. minor removal of graffiti, etc.), repairing
- Exclusions – Renewing & replacing

Bulletin Boards

- Inclusions – No services provided

CO2 Fire Suppression System

- Inclusions – Verifying presence of utilities (electrical power and communication link to building fire alarm panel); Coordination of required testing and record keeping
- Exclusions – Cleaning, maintaining, operating, repairing, renewing & replacing; Removal and disposal of system components and suppression agent

Card Readers – See Access Systems

Carpeting

- Inclusions – Cleaning, repairing, maintaining
- Exclusions – Renewing & replacing

Ceilings

- Inclusions – Cleaning, repairing
- Exclusions – Renewing & replacing

Central (building) Heating, Ventilating, and Air-conditioning HVAC Systems

- Inclusions – Cleaning, maintaining, operating, repairing
- Exclusions – Renewing & replacing

Clocks – See also Kronos Clocks

- Inclusions – No services provided

Compactors

- Inclusions – Cleaning, maintaining, operating, repairing
- Exclusions – Renewing & replacing

Coolers

- Inclusions – Verifying presence of utilities (electrical, water, etc.)
- Exclusions – Cleaning, maintaining, operating, repairing, renewing & replacing; Recovery of refrigerant

Curtains (Auditorium)

- Inclusions – No services provided

Curtains (Athletic)

- Inclusions – Repairing

Dasher Boards (Ice Rink)

- Inclusions – No services provided

Display Cases

- Inclusions – Cleaning, repairing
- Exclusions – Maintaining, operating, renewing & replacing of common area display cases; all services for display cases not in common areas

Doors

- Inclusions – Cleaning, maintaining, repairing
- Exclusions – Renewing & replacing

Drapes – See also Curtains

- Inclusions – No services provided

Drinking Fountains

- Inclusions – Cleaning, repairing
- Exclusions – Renewing & replacing

Dugouts

- Inclusions – No services provided

Dumpsters – See Compactors

Dust Collectors

- Inclusions – Repairing duct drops, electric utility problems, motor; Emptying hoppers of dust/chips if needed
- Exclusions – Cleaning, operating, renewing & replacing

Elevators

- Inclusions – Cleaning, maintaining, repairing (via service contract for Non-Auxiliaries only or shared elevators)
- Exclusions – Renewing & replacing

Emergency Generators – See Generators

Eye Wash Stations (Fixed & Portable)

- Inclusions – Repairing (defined in the document as “...not exceeding 75% of an item’s replacement cost...”)
- Exclusions – Cleaning, maintaining, renewing & replacing

FM Fire Suppression System

- Inclusions – Verifying presence of utilities (electrical power and communication link to building fire alarm panel); Coordination of required testing and record keeping
- Exclusions – Cleaning, maintaining, operating, repairing, renewing & replacing; Removal and disposal of system components and suppression agent

Fencing

- Inclusions – Maintaining, repairing
- Exclusions – Renewing & replacing

Fire Alarm Systems

- Inclusions – Cleaning, maintaining, operating, repairing
- Exclusions – Renewing & replacing

Fire Extinguishers

- Inclusions – No services provided

Fire Suppression Systems – See specific system type (Ansul, CO2, FM, Halon, Sprinkler)

Fitness Floor Mats

- Inclusions – Cleaning
- Exclusions – Maintaining, repairing, renewing & replacing

Flags & Flagpoles

- Inclusions – Maintaining, repairing the Institute flags/poles in the “Roundabout” (Campus Safety provides the flags)
- Exclusions – Renewing & replacing the above; Providing any services to flags/poles in other locations

Flooring

- Inclusions – Cleaning, maintaining, repairing
- Exclusions – Renewing & replacing

Flooring (Gym)

- Inclusions – Cleaning, maintaining (e.g. refinishing), repairing
- Exclusions – Renewing (including sanding and/or striping) & replacing

Freezers

- Inclusions – Verifying presence of utilities (electrical, water, etc.)
- Exclusions – Cleaning, maintaining, operating, repairing, renewing & replacing; Recovery of refrigerant

Fume and Specialty Exhaust Hoods

- **Inclusions – Repairing the system exhaust fan, controls and motor starter/drive**
- **Exclusions – Cleaning, renewing & replacing; Operating, maintaining and repairing of system components other than the fan and its electrical starter/drive; Annual testing of air flow rates**

Furniture

- **Inclusions – Cleaning, maintaining, and repairing furniture in common areas**
- **Exclusions – Cleaning, maintaining, and repairing departmental furniture; Renewing & replacing**

Gazebo

- **Inclusions – Cleaning, maintaining, repairing**
- **Exclusions – Renewing & replacing**

Generators

There are two classifications of generators, each with its own set of “inclusions and exclusions”. Emergency Generators are those which serve the life safety needs of a building (e.g. emergency lighting and fire alarm systems). Standby Generators are those which serve a specific departmental need (e.g. animal labs and computer servers).

Emergency Generators

- **Inclusions – Maintaining, operating, repairing**
- **Exclusions – Renewing & replacing**

Standby Generators

- **Inclusions – No services provided**

Grease Traps

- **Inclusions – Cleaning, maintaining, repairing**
- **Exclusions – Renewing & replacing**

HVAC Controls

- **Inclusions – Cleaning, maintaining, operating, repairing**
- **Exclusions – Renewing & replacing**

HVAC Equipment

- **Inclusions – Cleaning, maintaining, operating, repairing**
- **Exclusions – Renewing & replacing**

Hair Dryers

- Inclusions – Cleaning, maintaining, operating, repairing
- Exclusions – Renewing & replacing

Halon Fire Suppression System

- Inclusions – Verifying presence of utilities (electrical power and communication link to building fire alarm panel); Coordination of required testing and record keeping
- Exclusions – Cleaning, maintaining, operating, repairing, renewing & replacing; Removal and disposal of system components and suppression agent

Hand Dryers

- Inclusions – Cleaning, maintaining, operating, repairing
- Exclusions – Renewing & replacing

Handicap Door Operators

- Inclusions – Maintaining, repairing
- Exclusions – Renewing & replacing

Hazardous Waste

- Inclusions – Services provided by Campus Safety Environmental Health & Safety Department

Heat Pumps

- Inclusions – Maintaining, operating, repairing
- Exclusions – Cleaning, renewing & replacing

Hot Water Dispensers

- Inclusions – Verifying presence of utilities (electrical, water, etc.)
- Exclusions – Maintaining, operating, repairing, renewing & replacing

Ice Machines

- Inclusions – Verifying presence of utilities (electrical, water, etc.)
- Exclusions – Cleaning, maintaining, operating, repairing, renewing & replacing; Recovery of refrigerant

Ice Rink Refrigeration Equipment

- Inclusions – Maintaining, operating, repairing
- Exclusions – Renewing & replacing

Interior Lighting

- **Inclusions – Cleaning, maintaining, operating, repairing**
- **Exclusions – Renewing & replacing; Maintaining and repairing of lighting for equipment owned by a specific department (e.g. special stage spot lights owned by Tech services, special oven lights owned by Food Service, etc.)**

Indoor Track

- **Inclusions – Cleaning, maintaining, repairing**
- **Exclusions – Renewing & replacing**

Irrigation Systems

- **Inclusions – Maintaining, operating, repairing**
- **Exclusions – Renewing & replacing**

Kitchen Equipment

- **Inclusions – Verifying presence of utilities (electric supply and data port)**
- **Exclusions – All other services**

Kitchen Hoods

- **Inclusions – Repairing the system exhaust fan and motor starter**
- **Exclusions – Cleaning, operating, renewing & replacing; Operating, maintaining and repairing of system components other than the fan and its electrical starter/drive; Annual testing air flow rates**

Kronos Clocks

- **Inclusions – Verifying presence of utilities (electric supply and data port)**
- **Exclusions – All other services**

Lab Casework

- **Inclusions – Repairing**
- **Exclusions – Cleaning, renewing & replacing**

Loading Docks

- **Inclusions – Cleaning, maintaining, repairing**
- **Exclusions – Renewing & replacing**

Lockers

- **Inclusions – No services provided**

Locksets

- **Inclusions – Repairing**
- **Exclusions – Renewing & replacing, installing locksets to achieve a function change**

Media Box in Ice Rink

- Inclusions – Cleaning, maintaining, repairing
- Exclusions – Renewing & replacing

Mirrors

- Inclusions – Cleaning, repairing
- Exclusions – Renewing & replacing

Operable Wall Partitions

- Inclusions – Cleaning, repairing
- Exclusions – Maintaining, operating, renewing & replacing

PTAC / PTHP

- Inclusions – Maintaining, repairing
- Exclusions – Cleaning, operating, renewing & replacing

Paper Towel Dispensers

- Inclusions – Cleaning, maintaining, repairing dispensers located in public restrooms
- Exclusions – All services for dispensers located in all other areas

Pavers

- Inclusions – Cleaning, repairing
- Exclusions – Renewing & replacing

Pest Control

- Inclusions – Maintaining

Plants (Indoors)

- Inclusions – Cleaning, maintaining common area plants (via service contract; for Non-Auxiliaries only)
- Exclusions – Replacing common area plants (unless covered by service contract); any services for plants not in common areas; any services for Auxiliaries

Press Box

- Inclusions – Maintaining, repairing
- Exclusions – Cleaning, renewing & replacing

Raised Flooring

- Inclusions – Cleaning, repairing
- Exclusions – Renewing & replacing

Refrigerators

- Inclusions – Verifying presence of utilities (electrical, water, etc.)
- Exclusions – Cleaning, maintaining, operating, repairing, renewing & replacing; Recovery of refrigerant

Roofs

- Inclusions – Maintaining, repairing
- Exclusions – Renewing & replacing

Rotoclones – See Dust Collectors

Safety Showers – See Eye Wash Stations

Saunas

- Inclusions – Cleaning, maintaining, repairing
- Exclusions – Renewing & replacing

Scoreboards

- Inclusions – Verifying presence of utilities (electrical power, data)
- Exclusions – Cleaning, maintaining, operating, repairing, renewing & replacing

Security Systems

- Inclusions – Verifying presence of utilities (electrical power)
- Exclusions – Maintaining, operating, repairing, renewing & replacing

Signage (Exterior)

- Inclusions – Maintaining and repairing identifying/directional/regulatory signage
- Exclusions - Operating, renewing & replacing

Signage (Interior)

- Inclusions – Maintaining and repairing common area life safety/code mandated signage
- Exclusions - All other signage related services

Skylights – See Windows

Sounds Systems

- Inclusions – Verifying presence of utilities (electrical power)
- Exclusions - Cleaning, maintaining, operating, repairing, renewing & replacing

Split System AC units

- Inclusions – Maintaining, repairing
- Exclusions – Cleaning, operating, renewing & replacing

Spray Booths – See Fume and Specialty Exhaust Hoods

Sprinkler Fire Suppression System

- Inclusions – Cleaning, maintaining, operating, repairing
- Exclusions – Renewing & replacing

Standby Generators – See Generators

Surge Suppressors

- Inclusions – Verifying presence of utilities
- Exclusions – Maintaining, repairing, renewing & replacing

Swimming Pools/Spas

- Inclusions – Repairing
- Exclusions – Cleaning, maintaining, operating, renewing & replacing

Tennis Courts – See also Athletic Exterior Lights and Fencing

- Inclusions – Repairing
- Exclusions – Cleaning, maintaining, operating, renewing & replacing

Track Surfaces

- Inclusions – Cleaning, maintaining, repairing
- Exclusions – Renewing & replacing

Turf Field – See Artificial Turf Field

Uninterruptible Power Supply (UPS)

- Inclusions – No services provided

Underground Utilities

- Inclusions – Cleaning, maintaining, repairing
- Exclusions – Renewing & replacing; All telecommunications/data/CATV lines and related pathways

Wall Murals

- Inclusions – No services provided

Wall Murals (Res. Halls A-level)

- Inclusions – Supply paint, brushes, and paint cleaner
- Exclusions – FMS labor, ladders

Wallpaper

- Inclusions – Cleaning, repairing
- Exclusions – Renewing & replacing

Walls

- Inclusions – Cleaning, repairing, maintaining
- Exclusions – Renewing & replacing

Whiteboards

- Inclusions – Cleaning
- Exclusions – Maintaining, repairing, renewing & replacing

Window AC

- Inclusions – Maintaining, repairing
- Exclusions – Cleaning, operating, renewing & replacing

Window Treatment

Blinds

- Inclusions – Cleaning, repairing
- Exclusions – Renewing & replacing (or replacing to achieve a function or aesthetic change)

Drapes

- Inclusions – No services provided

Windows

- Inclusions – Cleaning, repairing
- Exclusions – Renewing & replacing

Wrestling Mats – See Fitness Floor Mats

APPENDIX 2

Appendix 2 broadly defines the services provided by each FMS department, indicates how the costs are distributed, and lists the Chargeback Codes that appear on departmental financial statements.

ADMINISTRATIVE SERVICES (DEPT. 18000)

This group processes the Institute's insurance costs.

Distribution Method: Building and Contents Valuation, Vehicle assignment

Chargeback Code: 90675 FMS INSURANCE SM CHGBK

This group also handles FMS administrative support functions including HR, accounting, budgeting, and information systems which are considered overhead to and spread to the other FMS departments on the basis of each departments payroll and subsequently distributed as shown below.

ENGINEERING SERVICES (DEPT. 18200)

This group operates and maintains all Institute mechanical systems that provide, heating, cooling, ventilation, humidification, dehumidification and steam.

Distribution Method: Square Footage, Specific Service Contracts

Chargeback Code: 90635 FMS OPERATING ENGINEERS SM CHG

BUILDING SERVICES (DEPT. 18300)

This group is responsible for cleaning and waste collection for all campus buildings including residence halls but excluding Food Service dining units and Campus Connections.

Distribution Method: FTE staffing assignments

Chargeback Code: 90630 FMS BUILDING SVCS SM CHGBK

GROUNDS (DEPT. 18400)

This group is responsible for exterior grounds maintenance including:

- Planting and maintenance of lawns, trees and shrubs and moving of trees and large planters
- Maintenance of outdoor furniture, irrigation systems and sub-surface drainage
- Snow removal
- Maintenance of exterior signage not attached to buildings
- Maintenance of roads, walks, trails, athletic fields and parking lots
- Collection of trash from buildings and grounds
- Maintenance of FMS and certain non-FMS vehicles

Distribution Method: Square Footage, Waste Collection, and Other Specific Contract Services

Chargeback Codes: 90645 FMS WASTE COLLECTION SM CHGBK
90650 FMS GROUNDS SVCS SM CHGBK

MAINTENANCE SERVICES (DEPT. 18800)

This group provides the skilled trades such as electricians, plumbers, painters, carpenters and locksmiths to maintain buildings and equipment. The department is responsible for preventative maintenance, responding to service requests, structural repairs, lock and key maintenance, interior signage and operation of elevators in all Institute buildings.

Distribution Method: Square Footage, Specific Contract Services

Chargeback Code: 90625 FMS MTCE SVCS SM CHGBK

UTILITIES (DEPT 18900)

This group is responsible for the purchase, delivery and tracking of electricity, natural gas and water. This group may also conduct research and consultation on energy consumption and conservation.

Distribution Method: Utilities Meters

Chargeback Codes: 90655 FMS FUEL SM CHGBK
90660 FMS ELECTRIC SM CHGBK
90665 FMS WATER SM CHGBK

90670 FMS TAXES/ASSESS SM CHGBK

SHIPPING & RECEIVING (DEPT. 19000)

This group provides a daily delivery service across the campus for the goods received at the central receiving dock and manages Institute central receiving and warehouse.

Distribution Method: Square Footage

Chargeback Code: 90610 FMS SHIPPING & RECEIVING SM CH

PLANNING & DESIGN SERVICES (DEPT. 19100)

This group provides building and landscape architectural services including specification development Cost Proposal preparation and maintenance of current drawings of existing buildings.

Distribution Method: Square Footage

Chargeback Code: 90605 FMS PLANNING SM CHGBK

CONSTRUCTION SERVICES (DEPT. 19100)

This group provides project management services including the administration of all contracts for new construction and remodeling.

Distribution Method: Square Footage

Chargeback Code: 90605 FMS PLANNING SM CHGBK

BUILDING CONTROLS (DEPT. 19600)

This group provides maintenance and operation of computer-based software and hardware components used for the control of all permanently installed equipment for heating, ventilating and air-conditioning of buildings (HVAC).

Distribution Method: Square Footage

Chargeback Code: 90640 FMS HVAC CONTROL SYSTEMS SM CH

UTILITIES MAINTENANCE (DEPT. 19700)

This group is responsible for utilities systems maintenance including:

- **All underground primary electric service and associated manholes**
- **All primary electric switches and transformers**
- **All underground water and gas main valves**
- **All storm drains and piping**
- **Installation and maintenance of metering systems for electric, gas and water services**

Distribution Method: Square Footage

Chargeback Code: 90600 FMS Utilities Maintenance SM Chgbk

HIGH TECH INCUBATOR (DEPT 19800) --- Charges apply only to the Incubator

This department is responsible for all building service for the High Tech Incubator.

Distribution Method: Total Departmental Costs

Chargeback Code: 90625 FMS MTCE SVCS SM CHGBK

GLOSSARY

Cleaning – An activity to remove normal dirt and trash in a manner and at a frequency commensurate with FMS standards as dictated by FMS’ operating budget. (Note: Standards may change over time in response to budget changes.)

Common Area – Atriums, corridors, Institute classrooms and exterior spaces are considered common areas.

Distributed Costs -- The cost of FMS people, supplies, and services as reflected in the Institute’s approved FMS Operating Budget which are distributed to Colleges & Depts. as part of the Institute’s cost modeling. (See also “Standard Monthly Charge Backs”)

Exclusions – FMS services that are not included in the FMS Operating Budget/cost distribution -- including amounts in excess of the limits set below for “maintaining, operating, and repairing” -- therefore requiring another source of funding.

Improvements and Betterments – Materials or equipment not part of the typical campus building vocabulary (i.e. not typically used or supported by FMS).

Inclusions – FMS services that are funded through the FMS Operating Budget (generally up to a stated limit).

Maintaining – Routine, predictable labor and material to test, inspect, and/or perform preventive measures – generally not exceeding two hours of staff time and/or \$1,500 in total cost per incident – required to keep something functional.

Non-routine Costs – Those activities that are not predictable and/or routine and which exceed the per incident time or costs defined for “maintaining”, “operating” and “repairing”. FMS’ Operating Budget carries a small amount of money to cover Non-Auxiliary non-routine costs each year (NTID’s budget does as well), however auxiliary non-routine costs in excess of \$1,500 need to be funded incrementally by Auxiliaries. Additionally, the Central Institute may need to fund Non-Auxiliary non-routine costs if the FMS non-routine budgeted amount is exceeded.

Operating – Providing routine, predictable labor to set controls and/or perform other activities – generally not exceeding two hours of staff time per incident – required to keep something functional.

Predictable – An activity that can reasonably be anticipated at a predefined time or on a known cycle of at least one time per year (e.g. daily, weekly, monthly, quarterly, annually).

Renewing – Labor and material of a total cost greater than \$1,500 (but not more than 75% or an item’s replacement cost) expended to extend the life of a physical asset.

Repairing – Labor and material – generally not exceeding two hours of staff time and/or the lower of \$1,500 in total cost or 75% of an item’s replacement cost – required to fix something. (Note: In limited cases, FMS may elect to replace rather than repair lower cost items).

Replacing – Labor and material expended to replace an item that has reached the end of its service life or that can or should not be repaired or renewed.

Routine – An activity that is performed frequently and does not require a skill set, tools or equipment difficult or costly to obtain.

Standard Monthly Charge Back – The cost of FMS people, supplies, and services as reflected in the Institute’s approved FMS Operating Budget which are budgeted for by, and charged to Auxiliaries and Pseudo-Auxiliaries. (Note: The only difference between this and “Distributed Costs” is that Non-Auxiliaries neither budget for these FMS Costs nor are they reflected in their operating statements. FMS costs are used, however, for cost accounting analyses of Non-Auxiliaries.)