

Auxiliary Services and Facilities Services Services Agreement

INTRODUCTION

In recognition of the fact that NMSU Auxiliary Services and NMSU Facilities and Services both currently operate maintenance and custodial departments, and as a result of the desire of both departments to reduce costs through efficiencies, NMSU intends to create a management and services agreement between the Auxiliary Services, hereinafter named "Auxiliaries" and "Facilities and Services", hereinafter referred to as "FS".

In consideration of the mutual covenants and agreements hereafter set forth, the parties agree as follows:

A. INTENT AND RECITALS

- a. To ensure that this move is transparent to the most important constituency, the students, the overriding principle and framework to this agreement is to initially "continue as-is". This also supports the desire to keep costs as low as possible. This means that tools, radios, trucks, and accoutrements used daily by the transferring staff will also transfer from Auxiliaries to FS. The exception to this will be computers and printers.
- b. Should this agreement need to be dissolved, transfer back would work the same way; FTE, tools, radios, trucks, carts and accoutrements, or their replacements would return to Auxiliaries.
- c. FS currently provides facility operation and maintenance support to the main campus Instructional and General (I&G) Facilities.
- d. These facilities currently constitute approximately 3.2 million gross square feet (GSF) across the New Mexico State University (NMSU) main campus at Las Cruces.
- e. FS and Auxiliaries have identified benefits to both parties by establishing a dollar rate per square foot (GSF) that will allow FS to maintain and clean the facilities occupied by Auxiliaries at the same level as the campus I&G facilities. Adjustments will be made by mutual agreement of both parties. For example CCSU restrooms require cleaning twice per day instead of once due to the amount of student traffic.
- f. FS submits a "per GSF" rate annually to NMSU Cost Accounting for review and approval in accordance with OMB21 guidelines; this rate is, essentially, the FS budget divided by the gross square footage.
- g. FS submits operational data to an independent, third party reviewer to establish credibility that the operational data is in line with those of similar institutions. Currently, the NMSU rate per GSF is one of the lowest in their database of over 400 institutions. This information is available at any given time, and these metrics are collected and published to insure that FS charges are comparable and at / or below those of outside vendors.

Auxiliary Services and Facilities Services Services Agreement

B. FACILITIES COVERED

- a. The Facilities covered for maintenance services are listed in **EXHIBIT A** along with the gross square footage.
- b. The Facilities covered by custodial services are listed in **EXHIBIT B** along with the cleanable square footage.
- c. These costs for services are based on listed gross or cleanable square footage; errors in the square footage or minor additions / subtractions may be made at any time and prorated with the agreement of both parties.

C. OVERALL SERVICES PROVIDED IN GENERAL

- a. As a general rule of thumb: if the equipment or building system already exists or is fixed in place then FS is funded to maintain it. If the equipment or system can be moved should a department relocate then it is generally considered to be the fiscal responsibility of the department or as described in Exhibit F
- b. **Buildings and building systems**
FS provides routine maintenance and repairs to university I&G buildings (interior and exterior) and building systems including structural, mechanical, electrical, and plumbing systems. This includes but is not limited to doors, locks, keys, drywall, painting, ceiling tiles, floor tiles, roofing, windows, window coverings, signage, electrical, lighting systems, heating, cooling, ventilating, fume hoods and exhaust systems, plumbing, meters and elevators.
- c. **Exterior infrastructure**
FS provides landscape and grounds maintenance, exterior trash receptacle management, and concrete and asphalt maintenance. In addition, FS maintains the walkways and roadways around campus and is responsible for the care of lawns, trees, and shrubs. FS is funded to maintain the campus drainage systems.
- d. **Classrooms**
FS is responsible for the maintenance and repair of furnishings in centrally scheduled classrooms. This includes window shades, blinds, seats, lecterns, projection screens, and black boards. For Auxiliaries this includes meeting/conference rooms, and the ballrooms.
- e. **Custodial Services**
For I&G buildings, FS provides basic cleaning services according to a published schedule that is available on the FS website. This includes recycling services as well as routine pest control. Auxiliaries' service will continue, minimally, at the level prior to this agreement. Efficiencies and effectiveness of services will continue to be evaluated throughout the term of the agreement.
- f. **Exterior Lighting**
FS is funded to provide routine maintenance, repair, and replacement of exterior

Auxiliary Services and Facilities Services Services Agreement

campus lighting.

g. Pest Control

FS provides general pest controls services in I&G buildings. Pest control frequencies for Auxiliaries will be performed at an increased frequency due to housing and food service areas. This will be reviewed and adjusted if deemed necessary by both parties.

h. Signage

FS provides and maintains interior signage in public areas for identification purposes as well as exterior building identification signage.

i. Vandalism

FS repairs damage caused by vandalism to I&G facilities including interior and exterior graffiti removal.

D. MAINTENANCE SERVICES IN GENERAL

a. FS and Auxiliaries acknowledge that existing maintenance staff and their salaries will transfer; this staff is listed in **EXHIBIT C**. The current **FS** organization chart can be viewed at www.facilities.nmsu.edu. At the time of the transfer, it is believed this existing staff will be able to efficiently provide services necessary to meet student needs and maintain service within the food service areas at the level to meet operational needs. On the other hand, there will be some efficiency as the custodial and maintenance departments are merged and efficiencies will be recognized without compromising service level. This simply speaks to the importance of keeping the benchmarks current, but in any event, FS will provide the listed services at the defined service level for the cost per GSF defined in the cost section.

b. Keys

The overriding framework for this agreement is that services will be delivered in the same manner initially as they are now.

c. Overtime

FS will respond to emergency calls without additional charge; vandalism and/or other calls created by user actions both intentional and inadvertent may be charged back to those responsible.

d. Response time

The response will meet or exceed the standards provided to FS at the time of the transition:

- 25% - 35% responded to within 1 day;
- Approximately 55% additional responded to within 3 days; and the
- Remainder are responded to generally within 10 days but may also include work order which are longer term or open work orders.

e. Annual Projects

The following annual projects will be covered:

- Air conditioning to heat switchover (October);
- Heat to air conditioning switchover (March);
- Smoke detector battery replacement (Summer);

Auxiliary Services and Facilities Services Services Agreement

- CO detector battery replacement (September – November);
- Furnace filters replaced (March, August, and November);
- Lead filters replaced (October and November);
 - Housing will provide the filters
- Exterior power washing as needed.

f. Fire Alarm Improvement in Services

FS provides annual testing for campus fire alarm and sprinkler systems to I&G buildings now and to Housing facilities as billable services. The current level of services will be covered by this agreement. Both Auxiliaries and FS recognize through this agreement that the Chief Facilities Officer and the NMSU Fire Chief have concerns that the current level of testing may not be compliant with the fire and building codes in effect at NMSU; therefore, both parties agree to work together to determine an amount equitable to cover the increase in FS costs if this level of service must be increased. The amount spent in this base year is easily identifiable through AiM, and a simple framework for arriving at the extra expense would be to identify the additional cost from the additional tasks and frequencies in the testing process. In any event, FS will provide these additional amounts in advance and prior to their expenditure. Housing will be provided with the option to use savings identified in FS from other Auxiliaries areas, to cover any additional costs.

g. Elevator Improvement in Services

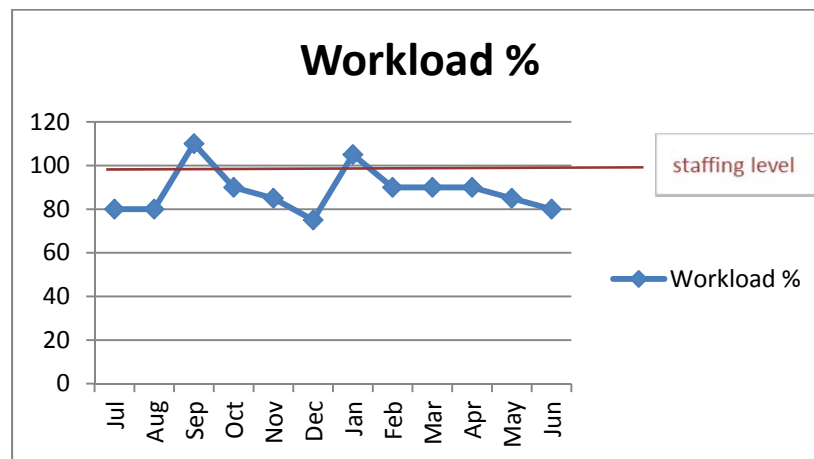
This agreement will cover basic elevator O&M services, although as with HVAC and electrical systems, funds for major component failure must come from Auxiliaries R&R funds. To reiterate what is stated elsewhere, Housing and FS operate similarly in that O&M covers small maintenance repairs while BRR and R&R are used for capital renewal and / or major system component failure (please see the section, **PARTNERS IN CAPITAL RENEWAL**). FS currently is developing an RFP for Elevator Service Agreement, and Housing / Auxiliaries will be invited to participate on the selection team as well as on a prorated basis post award. This would allow for a higher level of service and meet statutory requirements for testing. As with the above, Housing would be provided with the option to use savings from other areas to cover any additional costs.

E. CUSTODIAL SERVICES

- a. The NMSU Custodial mission is to provide an environment for learning and discovery at New Mexico State University. FS cleans for health as well as appearance and fulfills our mission while using environmentally responsible cleaning products and processes. [HTTP://FACILITIES.NMSU.EDU/CUSTODIAL-SERVICES/](http://facilities.nmsu.edu/custodial-services/)
- b. Current hours of operation are from 4 am to 12pm Monday through Friday with one shift from 6 am to 4 pm Friday through Sunday. A 7 - day schedule is being developed. Auxiliaries provides services outside of the stated hours, therefore changes in hours impacting Auxiliary units will be discussed and agreed to prior to making changes.

Auxiliary Services and Facilities Services Services Agreement

- c. The current dollar per GSF is based upon the following services schedule:
- 1) Lock and unlock the main entrances of buildings (daily);
 - 2) Clean classrooms, floors, stairwells, and walls (daily);
 - 3) Clean restrooms and replenish supplies (daily);
 - 4) Clean kitchen areas, break areas, and commons areas (daily);
 - 5) Remove trash from classrooms, kitchens, break, and commons areas (daily);
 - 6) Clean private offices (weekly); cleaning does not include cleaning the tops of office desks or personal items;
 - 7) Remove trash and recycle materials from offices (weekly);
 - 8) Vacuum and spot clean carpets (weekly);
 - 9) Clean hard surface floors (weekly);
 - 10) Interim Carpet/Floor Maintenance (Semi Annually);
 - 11) Restorative Carpet Maintenance (every other year)
 - 12) Restorative Hard Surface floor Maintenance (every other year);
 - 13) Window cleaning, exterior building windows only (annually);
 - 14) Dust unobstructed areas as scheduled by Custodial Services;
 - 15) Respond to emergency cleanup situations (as needed); and
- d. FS and Auxiliaries recognize that these tasks and services translate fairly easily to the cleanable square footage. However, the custodial staffing level in Housing exceeds the number required to simply clean the square footage.



- f. Variable staffing is one of the more challenging tasks to optimize, and is represented graphically above simply to illustrate the point. Staffing at any level below the lowest workload means that idle time exists; however, staffing at the lowest possible level will trigger slow service times. This is made even more challenging by the fact that NMSU Housing uses an outside vendor to shave the peaks off of cleaning workload now.
- g. FS will provide the common areas with the defined services in the areas for the cost per cleanable SF defined in the cost section, and will provide move-out and ready-date

Auxiliary Services and Facilities Services Services Agreement

coverage as is being delivered now. FS believes that there is an opportunity utilizing identified idle time to achieve savings by taking on more of the turnover cleaning with in-house staff, thus reducing expenditures to outside firms.

h. Pest Control Improvement in Services

This agreement will cover basic pest control services at the current level provided through the existing contract. FS will investigate additional methodology to improve service through additional levels of attention, expansion of in-house capability, or economies of scale; should Auxiliaries choose to increase their level of services, these additional costs will be covered by additional charges when mutually agreed upon.

i. Existing Cleaning schedules

The following Auxiliaries cleaning schedules were agreed to through meetings and the final schedules will be posted on the FS Custodial website. Original copies are maintained in the FS Operations transition folder. Auxiliaries and FS agree that one goal of this agreement is to optimize the tasks:

- Aggie Express and South Ops cleaning;
- CCSU (MorrisSched);
- CCSU (OutsideSched);
- Chamisa daily cleaning;
- Frenger Food Court daily cleaning;
- Garcia Hall East daily cleaning;
- Garcia Hall West daily cleaning;
- Pinon daily cleaning;
- RGH daily 2nd floor;
- RGH daily cleaning (lower floors);
- Barnes and Noble Bookstore – Auxiliaries Offices
- Golf Course

F. MOVE OUTS

- a.** Auxiliaries and FS note that Auxiliaries is staffed over and above the amount needed to provide cleaning tasks to the cleanable square footage because the custodial staff also handles some move-outs and ready-date tasks along with the quality assurance process. In addition, an outside contractor provides supplemental cleaning services.
- b.** For purposes of the initial agreement, Auxiliaries and FS agree that there are more custodians than would normally be required per the cleanable square footage, and this is for the allocation of move-outs. FS agrees to manage the move-out contract for the same amount as was spent by Auxiliaries in the base year FY 2014-2015 and will not increase that level of service without prior approval.
- c.** In recognition that (1) the number of move outs could increase due additional conferences in summer and that (2) move-out costs may decrease if FS is able to execute more of these with available staff, FS and Auxiliaries agree to review this item regularly with respect to the baseline year (FY 2014-2015).

Auxiliary Services and Facilities Services Services Agreement

G. WORK CONTROL

- a. Housing work control currently has 1 FTE who will transfer to FS and Housing will retain the savings.

H. WAREHOUSE

- a. Housing warehouse currently has 1 FTE who will move to another area besides FS.

I. ACCESS CONTROL

- a. [HTTP://FACILITIES.NMSU.EDU/ACCESSCONTROL/](http://facilities.nmsu.edu/accesscontrol/)
- b. Services provided:
 - 1) Key replacement (billable to all units);
 - 2) Rekeys (billable to all units);
 - 3) High security locks;
 - 4) Lock repair;
 - 5) Implement lock and key systems;
 - 6) Electronic locks – E-lock System Schedule;
 - 7) Repair and replace exit devices; and
 - 8) Repair and replace handicap operators.

J. PAINT SHOP

- a. [HTTP://FACILITIES.NMSU.EDU/PAINT/](http://facilities.nmsu.edu/paint/)
- b. Services provided:
 - 1) Interior and exterior painting on campus cycle;
 - 2) Drywall; and
 - 3) Specialty coatings.

K. ELECTRIC SHOP

- a. [HTTP://FACILITIES.NMSU.EDU/ELECTRICIANS/](http://facilities.nmsu.edu/electricians/)
- b. Services provided:
 - 1) Maintenance and repair of all existing building related electrical components;
 - 2) Transformers;
 - 3) Breaker Panels;
 - 4) Receptacles;
 - 5) Switches;
 - 6) Lighting (indoor and outdoor);
 - 7) Motors
 - 8) Elevator equipment.
 - 9) Fire Extinguishers

Auxiliary Services and Facilities Services Services Agreement

L. FIRE ALARM TECHNICIANS (ELECTRIC SHOP)

a. Services provided:

- 1) Compliance testing in accordance with NFPA (National Fire Protection Association and NMSU Fire Chief requirements (compliance letter detailing this requirement is attached in **EXHIBIT D**);
- 2) Remedial maintenance to correct any deficiencies in existing systems; and
- 3) After hours response to alarms.

M. HVAC AND PLUMBING (MECHANICAL)

a. [HTTP://FACILITIES.NMSU.EDU/PLUMBING/](http://facilities.nmsu.edu/plumbing/)

b. Services provided:

- 1) Service work of all types (water heater replacement, drains unclogged, repair fixtures, etc.);
- 2) Utility work (water, waste water, natural gas);
- 3) Temperature control to the NMSU standard; and
- 4) Repair of HVAC equipment.

N. GROUNDS

a. Services provided:

- 1) Landscape Management and Maintenance;
- 2) Lawns and athletic fields; (Housing and Auxiliary units will include Residential patios, Corbett Center and any other Auxiliary facility).
- 3) Planter and flower beds; includes inside and outside of Taos Cafeteria
- 4) Tree and shrub program;
- 5) Irrigation;
- 6) Interior plants; and shrubs
- 7) Curb, street, and parking lot signage.
- 8) See Plant O&M section for information about back yards.

O. OVERTIME

- a. FS will provide overtime response to Auxiliaries without additional charge in accordance with the intent to treat listed facilities the same manner as it does now for other I&G facilities on campus.
- b. Trades support for "Conference Services" and / or "Event Support" is not a provided service under this agreement; Auxiliaries is responsible for requisitioning event support in advance. FS and Auxiliaries agree to perform this function in the same way as prior to the transition.
- c. Remediation of a covered building component failure during an event that requires additional staff to be called for support **WILL BE** covered as a component of this agreement; for example, a restroom backup during a conference would be cleared without charge.

Auxiliary Services and Facilities Services Services Agreement

P. SPECIALIZED EQUIPMENT

- a. A large quantity of specialized equipment exists across campus that is not maintained by Facilities, and while Auxiliaries has a smaller quantity than perhaps a research department, there is some specialized equipment that would not be covered.
- b. FS is not qualified for repairs nor funded to maintain specialized departmental equipment, and in accordance with the intent to maintain Auxiliaries at a corresponding level as I&G facilities, this agreement would exclude the food service equipment operated by Sodexo except as for responsibilities as noted on the equipment matrices.
- c. FS rates do not include the code mandated cleaning of exhaust hoods used for cooking. FS will oversee this contract and manage the paperwork that documents compliance to the NMU Fire Chief; Auxiliaries will be fiscally responsible for these the first year; in subsequent years this will be included in the rate.
- d. FS and Auxiliaries have provided matrices for Hoods and Equipment; these are **EXHIBITS E and F**.
- e. FS **WILL BE** responsible for the utilities to the equipment, i.e., electrical power, steam, etc., and will respond to trouble calls at no charge to confirm proper utility operation.
- f. FS does recommend a food service contract (an RFP is provided) and FS would be glad to administer this contract at no extra cost.

Q. BUILDING MONITOR / FACILITIES REPRESENTATIVE

- a. Because the success of this agreement is heavily dependent upon communications between Auxiliaries and FS, Auxiliaries shall designate a Building Monitor or Facilities Representative to serve as the point-of-contact. The Building Monitor should be able to enter work orders in AiM, and a designated backup is recommended.
- b. FS is a group of 300 men and women who do their best to provide excellent service to the NMSU community. They do make mistakes from time to time, and any agreement is also dependent upon a well-understood *escalation process*. Any lapse in service, whether perceived or otherwise, should be immediately addressed to the FS Executive Director of Operations (currently Tim Dobson).
- c. A current organization chart may be found here at <http://facilities.nmsu.edu>

R. PARTNERS IN CAPITAL RENEWAL

- a. FS is funded for operation and maintenance expenses of I&G campus facilities, and the state of New Mexico higher education rules dictate that Auxiliaries must be self-supporting.
- b. This agreement is a mechanism to reimburse FS for the operation and maintenance repairs to Auxiliaries in the same manner, and as such covers what is typically defined as O&M repairs as well as planned and scheduled maintenance.

Auxiliary Services and Facilities Services Services Agreement

- c. Capital renewal and replacement is defined as a systematic management process to plan and budget for known cyclic repair and replacement requirements that extend the life and retain usable condition of facilities and systems and are not normally contained in the annual operating budget. Capital renewal is a planned investment program that ensures that facilities will function at levels commensurate with the academic priorities and missions of an institution. Included are major building and infrastructure systems and components that have a maintenance cycle in excess of one year.
- d. FS funding for campus capital renewal is insufficient, as it is on most campuses, and comes through Building Repair and Renewal (BRR). Auxiliaries facilities are however, not eligible for BRR. In recognition of this, Auxiliaries and FS agree that:
 - 1) FS will move as quickly as possible to develop scheduled preventative maintenance programs for major equipment in order to extend the equipment life;
 - 2) FS will work with Auxiliaries to establish a planned schedule for major system replacement that will allow for the appropriate budgetary planning;
 - 3) In recognition of the fact that the challenge of capital renewal to NMSU buildings exists in the other facilities where agreements similar to this one exist (USDA and Genesis), FS will work with NMSU administration to investigate financing mechanisms for this need;
 - 4) Auxiliaries will be responsible for major capital renewal as they are currently; and
 - 5) Should a piece of equipment fail or be damaged through FS error or negligence, FS WILL BE ACCOUNTABLE.

S. INITIAL SURVEY AND CATCHUP

- a. The Chief Facilities Officer has previously expressed a concern that the agreements in place currently leave room for improvement in the area of preventative maintenance.
- b. FS will develop and share a schedule for the survey of Auxiliaries facilities as expeditiously as possible, and will invite the Auxiliaries representative along on these surveys. The intent is to catchup on as many deferred maintenance items as possible.
- c. Priority will be given to those items that when unaddressed lead to further deterioration
- d. Group re-lamping will be initiated in areas where it is efficient to do so.
- e. Because the rate is developed from an average cost per GSF and current labor force, staffing and financial constraints will require that this remedial maintenance be scheduled, perhaps over a multi-year period.
- f. FS will work with the Auxiliaries Building Monitor to develop a schedule for inspection and remediation.

T. PLANT O&M AND APPLIED CHARGES

- a. Plant O&M (listed below as Applied Charges) is an institutional charge paid by all campus entities.

Auxiliary Services and Facilities Services Services Agreement

- b.** This charge includes components for Grounds, Environmental Health and Safety (EHS), Roadways, Street Lights, and the Fire Department.
- c.** The Fire Department charges in Plant O&M do not include fire alarm system testing but these ARE INCLUDED in the maintenance rate.
- d.** A task schedule of the Grounds activities under Plant O&M is included in **EXHIBIT G**.
- e.** Grounds Plant O&M is simply defined as “the level of care” that the Hadley Horseshoe receives, and this same level is the standard for all turf within the “NMSU triangle”.
- f.** Note that Plant O&M is prorated over the entire campus.
- g.** Note that Plant O&M covers the Grounds portion of the FS charges.
- h.** Plant O&M has not previously included the backyards in Tom Fort and Sutherland, nor has it included the courtyards. Currently, Housing has 3 FTE assigned to these tasks, and these will transfer over along with their equipment, tools and trucks. Services will be at the current or baseline level.
- j. Existing Additional Grounds tasks**

Housing grounds schedules are incorporated as part of the meeting minutes. Original copies are maintained in the FS Operations transition folder; although Housing and FS agree that one goal of this agreement is to optimize the tasks:

 - Chamisa Grounds daily tasks;
 - Garcia Hall Grounds daily tasks;
 - Pinion Hall Grounds daily tasks;
 - VDM Grounds daily tasks;; and
 - Tom Fort and Sutherland backyards will be maintained on the frequency that existed before the agreement.

Auxiliary Services and Facilities Services Services Agreement

U. FINANCIAL ARRANGEMENTS

- a. As compensation for services outlined in this agreement between the Auxiliaries Department and FS, Auxiliaries will provide an annual payment as itemized as follows, and the calculations for such compensation amount are shown in **EXHIBIT H**.
- b. This cost breakdown is as follows:

	Cost/Sqft	Total Costs	
Total Custodial	1.0384	319,061.74	
Total Solid Waste	0.0625	101,727.25	
Total Mech/Plumb/HVAC	0.2606	424,389.92	
Total Elec/Alarms	0.1584	257,993.46	
Total Sign Shop Svcs	0.0125	20,290.86	
Total Building Svcs	0.2620	426,681.15	
Total Fire	-	-	(already included in Plant O&M)
Total Grounds Svcs	-	-	(already included in Plant O&M)
Subtotal	<u>1.7942</u>	<u>1,550,144.37</u>	
Total EH&S (already included in Plant O&M)			
FY16 Applied Charges		485,034.07	
Grand Total Facilities Services		2,035,178.44	

- c. Additions related to square footage or other terms of this agreement may result in additional compensation that will be recommended prior to July 1 of each year. Also, the overall rate per GSF will be reviewed annually during each university budget cycle by Cost Accounting to determine if changes have occurred that require adjustments to the annual rate for the next fiscal year.

V. APPA SCHEDULES

- a. NMSU Facilities and Services adheres to the APPA standards (Facilities Professional Association) as a guide to service.
- b. FS strives for Level II in Grounds; **EXHIBIT I**
- c. FS strives for Level II in Custodial; **EXHIBIT J**
- d. FS strives for Level II in Maintenance; **EXHIBIT K**

W. OTHER SCHEDULES AND MEETING MINUTES

- a. This agreement was compiled over a period of several weeks, and as a result many details were worked out in meetings. Original copies of the meeting minutes are maintained in the FS Operations transition folder.

Auxiliary Services and Facilities Services Services Agreement

X. COMMENCEMENT AND TERMINATION

- a. The term of this Agreement shall begin June 1, 2015 and end on June 30, 2015. The agreement term for each subsequent year will be July 1 through June 30. Termination may only occur at the end of a fiscal year, and any such termination must be proposed by either party to the Senior Vice President for Administration. Such proposal must be submitted in writing at least 90 days prior to the fiscal year-end.
- b. This Agreement will be reviewed by Auxiliaries and FS in a joint meeting annually in March to evaluate the Agreement and recommend changes. All changes recommended will require approval by the Senior Vice President for Administration and Finance.

Y. TABLE OF EXHIBITS

- EXHIBIT A MAINTENANCE GSF LIST**
- EXHIBIT B CUSTODIAL GSF LIST**
- EXHIBIT C STAFF AND SALARY LIST**
- EXHIBIT D FIRE CHIEF COMPLIANCE LETTER**
- EXHIBIT E COOKING HOODS**
- EXHIBIT F EQUIPMENT MATRIX**
- EXHIBIT G GROUNDS TASKS IN PLANT O&M**
- EXHIBIT H ANNUAL CHARGES**
- EXHIBIT I APPA GROUNDS LEVELS**
- EXHIBIT J APPA CUSTODIAL LEVELS**
- EXHIBIT K APPA MAINTENANCE LEVELS**
- EXHIBIT L VEHICLES**
- EXHIBIT M RADIOS**

Exhibit A Maintenance GSF List

8/28/2015

Include Y/N	y
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Row Labels	Sum of GSF	Sum of Cost
Aggie Express Convenience Store & Laundry	7,423	\$ 5,610.57
Barnes & Noble Aux Svc Offices	3,847	\$ 2,907.70
Barnes & Noble NMSU Bookstore	41,151	\$ 31,103.38
Cervantes Village Apt Complex	117,368	\$ 88,710.88
Chamisa Village	114,056	\$ 86,207.55
Chamisa Village II	127,045	\$ 96,025.10
Cole Village	168,040	\$ 127,010.57
Corbett Center	213,313	\$ 161,229.50
Frenger Food Court	6,678	\$ 5,047.47
Garcia Residence Hall	208,371	\$ 157,494.16
Golf Course Chemical Storage	215	\$ 162.50
Golf Course Clubhouse	20,053	\$ 15,156.77
Golf Course East Restrooms	139	\$ 105.06
Golf Course Pump House	302	\$ 228.26
Golf Course West Restrooms	139	\$ 105.06
Golf Driving Range Facility	919	\$ 694.61
Greek Complex	67,520	\$ 51,034.00
Housing & Bookstore Warehouse	8,821	\$ 6,667.22
Pinon Hall	97,395	\$ 73,614.58
Rhodes-Garrett-Hamiel Res Hall	65,835	\$ 49,760.42
Sutherland Village	167,956	\$ 126,947.08
Tom Fort Village	84,400	\$ 63,792.50
Vista del Monte Apt Complex	85,245	\$ 64,431.18
Spiritual Center	2,357	\$ 1,781.50
Transportation Services	1,377	\$ 1,040.79
Fulton Center 3rd Floor	7,429	\$ 5,615.10
South Campus Area Office (listed as VDM Community Center)	3,393	\$ 2,564.55
Cervantes Village, Bldg C (Children's Village) Auxiliary Space	7,984	\$ 6,034.59
Grand Total	1,628,771	\$ 1,231,082.64

Exhibit B Custodial GSF List

8/28/2015

Include Y/N	y
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Row Labels	Sum of Cleanable GSF	Sum of Cost
Aggie Express Convenience Store & Laundry	4058	\$ 4,213.78
Barnes & Noble NMSU Bookstore	3847	\$ 3,994.68
Chamisa Village	2384	\$ 2,475.52
Chamisa Village II	9303	\$ 9,660.14
Corbett Center	143480	\$ 148,988.10
Frenger Food Court	5349	\$ 5,554.34
Garcia Residence Hall	78591	\$ 81,608.06
Golf Course Clubhouse	7952	\$ 8,341.38
Golf Course East Restrooms	115	\$ 119.41
Golf Course West Restrooms	115	\$ 119.41
Golf Driving Range Facility	268	\$ 278.29
Greek Complex	19384	\$ 20,128.14
Housing & Bookstore Warehouse	2695	\$ 2,798.46
Pinon Hall	2785	\$ 2,891.91
Rhodes-Garrett-Hamiel Res Hall	17858	\$ 18,543.56
Vista del Monte Apt Complex	29	\$ 30.11
Vista Del Monte Community Center	1685	\$ 1,749.69
Spiritual Center	1489	\$ 1,546.16
Transporation Services	551	\$ 572.15
Cervantes Village South Operations	5328	\$ 5,532.54
Grand Total	307266	\$ 319,145.85

**Exhibit C Staff and Salary List
Positions Moving to FS**

Regular Staff:

	Unit	Name	ID	Exempt/NonExempt	Posn #	Posn Title	FTE	Current Hire Date	Email Address	Posn Annual Salary	Fringe	Total Annual Salary	
1	Housing and Residential Life	Roman, Eugene	800105889	Non-Exempt	717180	Groundskeeper	1	02/03/14	roman72@nmsu.edu	\$ 18,887.13	\$ 6,610.50	\$ 25,497.63	
2	Housing and Residential Life	Flores, Bernardo	800014226	Non-Exempt	718946	Groundskeeper	1	07/24/84	bernflo@nmsu.edu	\$ 31,658.82	\$ 11,080.59	\$ 42,739.41	
3	Housing and Residential Life	Franco, James P.	800014059	Non-Exempt	719324	Laborer	1	04/30/07	jafranco@nmsu.edu	\$ 21,424.16	\$ 7,498.46	\$ 28,922.62	
4	Housing and Residential Life	Parra, Bobby R.	800054360	Non-Exempt	719541	Groundskeeper	1	01/03/05	bobbypar@nmsu.edu	\$ 20,842.40	\$ 7,294.84	\$ 28,137.24	
5	Housing and Residential Life	Holguin, Hilda M.	800249130	Non-Exempt	718544	Custodial Worker, Sr	1	11/16/10	hildah3@nmsu.edu	\$ 24,216.40	\$ 8,475.74	\$ 32,692.14	
6	Housing and Residential Life	Trujillo, Rudolph R.	800015434	Non-Exempt	718625	Custodial Worker, Sr	1	04/22/96	rutruj@nmsu.edu	\$ 25,121.73	\$ 8,792.61	\$ 33,914.34	
7	Housing and Residential Life	Hernandez, Celia B.	800015056	Non-Exempt	718707	Custodial Worker, Sr	1	04/01/04	cehernan@nmsu.edu	\$ 23,836.36	\$ 8,342.73	\$ 32,179.09	
8	Corbett Center	Chavarría, Roddie M.	800014875	Non-Exempt	718747	Custodial Worker, Sr	1	12/21/87	rodchava@nmsu.edu	\$ 28,318.19	\$ 9,911.37	\$ 38,229.56	
9	Housing and Residential Life	Brito, Isabel	800382855	Non-Exempt	718884	Custodial Worker, Sr	1	07/09/07	is1573@nmsu.edu	\$ 23,462.85	\$ 8,212.00	\$ 31,674.85	
10	Corbett Center	Murillo, Oscar A.	800095174	Non-Exempt	718936	Custodial Worker, Sr	1	06/16/06	aarmando@nmsu.edu	\$ 23,462.88	\$ 8,212.01	\$ 31,674.89	
11	Housing and Residential Life	Molina, Cecilia L.	800015295	Non-Exempt	718972	Custodial Worker, Sr	1	03/02/05	cecilia@nmsu.edu	\$ 24,212.13	\$ 8,474.25	\$ 32,686.38	
12	Corbett Center	Espana, Chris	800327103	Non-Exempt	719000	Custodial Worker, Sr	1	08/16/06	chespana@nmsu.edu	\$ 23,462.85	\$ 8,212.00	\$ 31,674.85	
13	Housing and Residential Life	Ruiz, Javier E.	800399094	Non-Exempt	719011	Custodial Worker, Sr	1	12/16/13	ruizj@nmsu.edu	\$ 22,400.69	\$ 7,840.24	\$ 30,240.93	
14	Housing and Residential Life	Trujillo, Lorenzo	800087059	Non-Exempt	719113	Custodial Worker, Sr	1	02/18/09	shyann@nmsu.edu	\$ 23,471.21	\$ 8,214.92	\$ 31,686.13	
15	Housing and Residential Life	Perez, Cristina L.	800090389	Non-Exempt	719137	Custodial Worker, Sr	1	05/02/05	criperez@nmsu.edu	\$ 23,462.88	\$ 8,212.01	\$ 31,674.89	
16	Corbett Center	Saenz, Jesus V.	800013584	Non-Exempt	719187	Custodial Worker, Sr	1	10/24/00	saenzjes@nmsu.edu	\$ 23,467.72	\$ 8,213.70	\$ 31,681.42	
17	Housing and Residential Life	Mirabal, Daniel M.	800057980	Non-Exempt	719293	Custodial Worker, Sr	1	05/16/05	dmirabal@nmsu.edu	\$ 23,462.82	\$ 8,211.99	\$ 31,674.81	
18	Corbett Center	Medrano, Jose	800042334	Non-Exempt	719312	Supv, Custodian	1	11/01/13	medrano4@nmsu.edu	\$ 28,776.76	\$ 10,071.87	\$ 38,848.63	
19	Corbett Center	Morales, Maria E.	800094562	Non-Exempt	719333	Custodial Worker, Sr	1	07/05/05	memorale@nmsu.edu	\$ 23,462.83	\$ 8,211.99	\$ 31,674.82	
20	Housing and Residential Life	Madrid, Hermelinda A.	800017461	Non-Exempt	719342	Custodial Worker, Sr	1	04/01/04	hmadrid@nmsu.edu	\$ 23,836.36	\$ 8,342.73	\$ 32,179.09	
21	Housing and Residential Life	Padilla, Andrew D.	800390504	Non-Exempt	719457	Custodial Worker, Sr	1	12/02/13	nubbz@nmsu.edu	\$ 22,400.69	\$ 7,840.24	\$ 30,240.93	
22	Housing and Residential Life	Gallejos, Yolanda V.	800480856	Non-Exempt	719490	Custodial Worker, Sr	1	08/06/10	yolanda2@nmsu.edu	\$ 24,237.51	\$ 8,483.13	\$ 32,720.64	
23	Housing and Residential Life	García, Ruben C.	800481626	Non-Exempt	717745	Laborer	1	11/16/10	garcia83@nmsu.edu	\$ 18,684.84	\$ 6,539.69	\$ 25,224.53	
24	Housing and Residential Life	Dominguez, David	800558293	Non-Exempt	717792	Laborer	1	03/18/13	lawless6@nmsu.edu	\$ 17,059.15	\$ 5,970.70	\$ 23,029.85	
25	Housing and Residential Life	Herrera, Braulia S.	800014399	Non-Exempt	718335	Painter	1	05/17/07	braulia@nmsu.edu	\$ 23,838.46	\$ 8,343.46	\$ 32,181.92	
26	Corbett Center	Quintero, Jose A.	800474051	Non-Exempt	718719	Structural Maint Tech	1	11/15/13	jaquint@nmsu.edu	\$ 25,588.73	\$ 8,956.06	\$ 34,544.79	
27	Housing and Residential Life	Astorga, Lorenzo	800446785	Non-Exempt	718731	Laborer	1	11/16/10	lencho1@nmsu.edu	\$ 18,684.84	\$ 6,539.69	\$ 25,224.53	
28	Housing and Residential Life	Lopez, Melvin M.	800110207	Non-Exempt	718759	Facs Tech	1	10/17/07	mellopez@nmsu.edu	\$ 26,815.71	\$ 9,385.50	\$ 36,201.21	
29	Housing and Residential Life	Legarreta, Richard M.	800017185	Exempt	718761	Facs Coord	1	07/01/13	rlegarre@nmsu.edu	\$ 42,232.08	\$ 14,781.23	\$ 57,013.31	
30	Housing and Residential Life	Lozano, Ramon A.	800018408	Non-Exempt	718770	Painter	1	10/21/02	rlozano@nmsu.edu	\$ 25,055.63	\$ 8,769.47	\$ 33,825.10	
31	Housing and Residential Life	Suarez, Auner	800446579	Exempt	718897	Facs Coord	1	07/15/13	alsuarez@nmsu.edu	\$ 31,310.00	\$ 10,958.50	\$ 42,268.50	
32	Housing and Residential Life	Sears, Tubalcain D.	800031639	Non-Exempt	718942	Facs Tech	1	02/01/13	tsears@nmsu.edu	\$ 25,588.73	\$ 8,956.06	\$ 34,544.79	
33	Housing and Residential Life	Rodriguez, Jorge	800096343	Non-Exempt	719004	Facs Tech	1	01/24/11	gorgerod@nmsu.edu	\$ 26,806.72	\$ 9,382.35	\$ 36,189.07	
34	Housing and Residential Life	Barrera, Paul A.	800414499	Non-Exempt	719006	Facs Tech	1	07/16/12	paulbar@nmsu.edu	\$ 27,145.04	\$ 9,500.76	\$ 36,645.80	
35	Housing and Residential Life	Garrison, Gary	800324824	Non-Exempt	719032	Facs Tech	1	07/23/07	gog@nmsu.edu	\$ 26,815.71	\$ 9,385.50	\$ 36,201.21	
36	Housing and Residential Life	Seaburgh, Jerome M.	800290941	Non-Exempt	719078	Facs Tech	1	06/10/08	iburg@nmsu.edu	\$ 26,815.71	\$ 9,385.50	\$ 36,201.21	
37	Corbett Center	Vasquez, Luis R.	800018505	Exempt	719316	Facs Coord	1	09/04/07	luisva@nmsu.edu	\$ 32,452.13	\$ 11,358.25	\$ 43,810.38	
38	Housing and Residential Life	Villines, William G.	800014940	Non-Exempt	719318	Facs Tech	1	08/03/10	willieg@nmsu.edu	\$ 27,145.37	\$ 9,500.88	\$ 36,646.25	
39	Housing and Residential Life	Vasquez, Humberto P.	800012323	Non-Exempt	719402	Painter	1	08/24/05	tvasquez@nmsu.edu	\$ 23,546.51	\$ 8,241.28	\$ 31,787.79	
40	Housing and Residential Life	Rodriguez, Francisco	800071047	Exempt	719472	Facs Coord	1	07/22/13	frank1@nmsu.edu	\$ 31,310.00	\$ 10,958.50	\$ 42,268.50	
41	Corbett Center	Arredondo, Eulalio	800075690	Non-Exempt	719482	Structural Maint Tech	1	10/16/11	laloarre@nmsu.edu	\$ 26,361.51	\$ 9,226.53	\$ 35,588.04	
42	Housing and Residential Life	Valles, Fernie	800012125	Non-Exempt	719536	Facs Tech	1	06/01/00	fvalles@nmsu.edu	\$ 27,992.79	\$ 9,797.48	\$ 37,790.27	
43	Housing and Residential Life	Rodriguez, Lorenzo	800012028	Non-Exempt	719560	Facs Tech	1	07/27/00	lorenzor@nmsu.edu	\$ 28,393.09	\$ 9,937.58	\$ 38,330.67	
44	Housing and Residential Life	Baldonado, Willie	800386073	Non-Exempt	719795	Painter	1	11/28/07	willie63@nmsu.edu	\$ 22,576.93	\$ 7,901.93	\$ 30,478.86	
45	Housing and Residential Life	Montoya, Yolanda O.	800018671	Non-Exempt	718774	Admin Asst, General	1	08/28/06	yolie@nmsu.edu	\$ 23,475.26	\$ 8,216.34	\$ 31,691.60	
Total Salary										45	\$ 1,133,580.31	\$ 396,753.11	\$ 1,530,333.42

Vacant Positions:

1	Housing and Residential Life	Prev Incumb: Duran, Theres	vacant	Non-Exempt	718321	Painter	1			\$ 22,485.14	\$ 7,869.80	\$ 30,354.94	
2	Housing and Residential Life	Prev Incumb: Apodaca, Gab	vacant	Non-Exempt	719238	Painter	1			\$ 19,191.55	\$ 6,717.04	\$ 25,908.59	
3	Housing and Residential Life	Prev Incumb: Cordero, Man	vacant	Non-Exempt	719493	Structural Maint Tech	1			\$ 27,145.37	\$ 9,500.88	\$ 36,646.25	
4	Housing and Residential Life	Prev Incumb: Perez, Ray H.	vacant	Non-Exempt	719509	Painter	1			\$ 25,136.20	\$ 8,797.67	\$ 33,933.87	
5	Corbett Center	Prev Incumb: Padilla, Morris	vacant	Non-Exempt	719963	Custodial Worker, Sr	1			\$ 22,400.69	\$ 7,840.24	\$ 30,240.93	
6	Corbett Center	Prev Incumb: Duran, Isela L	vacant	Non-Exempt	719374	Custodial Worker, Sr	1			\$ 23,840.17	\$ 8,344.06	\$ 32,184.23	
24	Housing and Residential Life	Prev Incumb: Talamontes, J	vacant	Non-Exempt	717746	Laborer	1			\$ 17,059.15	\$ 5,970.70	\$ 23,029.85	
24	Housing and Residential Life	Prev Incumb: Saldana, Mars	vacant	Non-Exempt	717181	Facilities Tech	1			\$ 25,210.57	\$ 8,823.70	\$ 34,034.27	
Total Salary										6	\$ 182,468.84	\$ 63,864.09	\$ 246,332.93

Student Staff:

1	Housing and Residential Life	Sanchez, Fabian	800454671	Student	999992	Student Aide	0.5			\$ 7,801.20		
2	Housing and Residential Life	Lomax, Anthony A.	800547352	Student	999992	Student Aide	0.5			\$ 7,801.20		



NMSU Fire Department

M E M O R A N D U M



DATE: July 14, 2014

TO: Glen Haubold, Associate VP

FROM: Johnny Carrillo, Fire Chief and Louis K. Huber, Deputy Fire Chief

SUBJECT: Compliance Statement for Fire Systems at NMSU

In order to clarify responsibility and maintain Fire Code compliance the NMSU Fire Department has developed and adopted a Compliance Statement Form for Fire Systems at NMSU and a Compliance Responsibility for Fire Alarm Systems at NMSU. The intent of these documents is to identify testing standards, methods of compliance, responsible party, organizational assistance, accepted forms and cost methods.

The following periodic testing and inspections will be required on buildings residing on NMSU main campus property.

- Fire Alarm System – annual testing/inspection
- Sprinkler testing/inspection – quarterly
- Standpipes inspection – quarterly
- Alternative Fire Extinguishing system – quarterly testing/inspection (Commercial kitchen hoods, Energen, Sapphire)
- Fire Pumps – quarterly testing/inspection
- Fire Extinguishers – annual inspection
- Emergency Exit Lighting – annual inspection
- Emergency Backup Generators – monthly testing/inspection

Facilities and Services (FS) will coordinate all prescribed work on Instructional and General (ING) designated buildings. At this time, those units currently doing so may elect to continue acquiring their own testing/inspections or they may coordinate through FS but the work must be documented on the prescribed form. For non – ING facilities, FS will develop an annual, fixed price cost for each test in your facility if you desire, and you may make that request through the NMSU Fire Department.

Periodic Testing and Inspections

July 14, 2014

Page 2 of 2

Approved forms will be available from the Fire Department's website (fire.nmsu.edu) after August 30, 2014. Only approved forms will be accepted. Forms are required to be submitted to the Fire Department upon completion of testing/inspections.

Please let us know if you have any questions or concerns.

Thank you.

Exhibit E

Location	Hood Description	Frequency	Next Service
Players Grill	Single Hood	Quarterly	3/2014
Fulton Bristo	Double Hood	6 months	12/2013
Pan Am	Popcorn Hood (s)	1 to 2 times per yr	12/2013
Pan Am	Hood #2 (s)	1 to 2 times per yr	12/2013
Pan Am	Hood #3 (Blake's) (s)	6 Months	12/2013
HSS Canteen	Double Hood	4 Months	12/2013 Due
GT Blake's	Single Hood	4 months	12/2013
CC Food court	Double Hood	4 Months	11/2013 Due
CC Kitchen	Oven Hood	1 to 2 times per yr	Inspection
CC Kitchen	Quad Hood	4 months	11/2013 Due
CC Kitchen	Quad Hood	6 months	11/2013 Due
CC Taos	Single Hood Hamburger	3 months	12/2013 Due
CC Taos	Double Hood 360	4 months	11/2013 Due
CC Taos	single Hood Wok	6 months to Year	Inspection
*CC Taos	Double and Single	4 Months	3/2014

*Pizza Hood and Double Al Dente Hood are connected to a single Duct

Exhibit F AUX Equipment R&R Responsibilites Matrix 2015 0826
Equipment Matrix Dormitories

Appliance	Not working response	Repair	Replace	Comments
Stove	FS	FS	FS	Stove funded by Aux
Refrigerators	FS	FS	FS	Refrigerator funded by Aux
Blinds	FS	FS	FS	Need to discuss
Water heater	FS	FS	FS	Water Heater funded by Aux
Furnace	FS	FS	FS	Furnace funded by Aux
Evaporative Coolers	FS	FS	FS	Evaporative Cooler funded by Aux
Furniture	FS	FS	FS	Furniture funded by Aux
Mattress	FS	FS	FS	Matress funded by Aux
Microwaves	FS	FS	FS	Microwave funded by Aux
Cabinetry	FS	FS	FS	Replacement funded by Aux
Lead Filters	FS	FS	FS	Filters bought by Aux

Notes:

1. Working response identifies the organization who will perform the work.
2. Repair identifies the organization who will perform the work.
3. Repair identifies the organization who will perform the work.

Exhibit F AUX Equipment R&R Responsibilites Matrix 2015 0826
Equipment Matrix Food Service

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Restaurant	Equipment	Kitchen Equip Owner	Initial Response	Repair	Replace	Comments
Aggie Memorial Stadium	Concession Trailer	Aux	FS	FS	Aux	
Aggie Memorial Stadium	Propane Gas Grill	Aux	FS	FS	Aux	
Aggie Memorial Stadium	Warmer - Carving Station	Aux	FS	FS	Aux	
Aggie Memorial Stadium	Warmer - Carving Station	Aux	FS	FS	Aux	
Blakes	Cooler - Grag-n-Go	Aux	FS	FS	Aux	
Blakes	Exhaust Hood	Aux	FS	FS	Aux	
Blakes	Freezer RI - Two Door	Aux	FS	FS	Aux	
Blakes	Prep Cooler -Flip-lid	Aux	FS	FS	Aux	
Blakes	Ice Machine	Aux	FS	FS	Aux	
Blakes	Coffee Brewer	Aux	FS	FS	Aux	
Blakes	Cooler - Grag-n-Go	Aux	FS	FS	Aux	
Blakes	Warmer - 3-Tray Hotwell	Aux	FS	FS	Aux	
Blakes	Charbrolier	Blakes	FS	FS	Aux	
Blakes	Flat Grill	Blakes	FS	FS	Aux	
Blakes	Cooler RI- Two Door	Aux	FS	FS	Aux	
Blakes	Ventless Fryer	Aux	FS	FS	Aux	
Canteen	Exhaust Hood	Aux	FS	FS	Aux	
Canteen	Sign	Aux	FS	FS	Aux	
Canteen	Prep Cooler -Flip-lid	Aux	FS	FS	Aux	
Canteen	Oven - Convection	Aux	FS	FS	Aux	
Canteen	Charbrolier	Aux	FS	FS	Aux	
Canteen	Fryer	Aux	FS	FS	Aux	
Canteen	Flat Grill	Aux	FS	FS	Aux	
Canteen	Freezer RI - Single Door	Aux	FS	FS	Aux	
Canteen	Cooler RI - Single Door	Aux	FS	FS	Aux	
Canteen	Flat Grill	Aux	FS	FS	Aux	
Canteen	Ice Machine	Aux	FS	FS	Aux	
Canteen	Cooler - Grag-n-Go	Aux	FS	FS	Aux	
Canteen	Espresso Machine	Sodexo	FS	FS	Aux	
Canteen	Coffee Brewer	Aux	FS	FS	Aux	
Canteen	3-Compartment Sink	Aux	FS	FS	Aux	
Canteen	Cabinet -Metal	Aux	FS	FS	Aux	
Canteen	Panni Grill	Aux	FS	FS	Aux	
Canteen	Freezer RI - Single Door	Aux	FS	FS	Aux	
CCSU Catering Room 336	Exhaust Hood	Aux	FS	FS	Aux	
CCSU Catering Room 336	Ice Machine	Aux	FS	FS	Aux	
CCSU Catering Room 336	Cooler WI	Aux	FS	FS	Aux	
CCSU Catering Room 336	Coffee Brewer	Aux	FS	FS	Aux	
CCSU Catering Room 336	Popcorn Popper	Aux	FS	FS	Aux	

Exhibit F AUX Equipment R&R Responsibilites Matrix 2015 0826
Equipment Matrix Food Service

8/28/2015
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Restaurant	Equipment	Kitchen Equip Owner	Initial Response	Repair	Replace	Comments
Crossroads	Exhaust Hood	Aux	FS	FS	Aux	
Crossroads	Cooler - Grag-n-Go	Aux	FS	FS	Aux	
Crossroads	Freezer RI - Single Door	Aux	FS	FS	Aux	
Crossroads	Cooler RI - Single Door	Aux	FS	FS	Aux	
Crossroads	Hot Food Storage RI - Single Door	Aux	FS	FS	Aux	
Crossroads	Fryer	Aux	FS	FS	Aux	
Crossroads	Flat Grill	Aux	FS	FS	Aux	
Crossroads	Fryer	Aux	FS	FS	Aux	
Crossroads	Fryer	Aux	FS	FS	Aux	
Crossroads	Fryer	Aux	FS	FS	Aux	
Crossroads	Warmer - Countertop	Aux	FS	FS	Aux	
Crossroads	Warmer - Countertop	Aux	FS	FS	Aux	
Crossroads	Warmer - Countertop	Aux	FS	FS	Aux	
Crossroads	Warmer - Countertop	Aux	FS	FS	Aux	
Crossroads	Warmer - Countertop	Aux	FS	FS	Aux	
Crossroads	Warmer - Countertop	Aux	FS	FS	Aux	
Crossroads	Cooler - Glass Countertop	Aux	FS	FS	Aux	
Crossroads	Lemonade Machine	Aux	FS	FS	Aux	
Crossroads	Prep Cooler -Flip-lid	Aux	FS	FS	Aux	
Crossroads	Warmer - Soup	Aux	FS	FS	Aux	
Crossroads	Cooler RI - Two Door	Aux	FS	FS	Aux	
Crossroads	Prep Cooler -Flip-lid	Aux	FS	FS	Aux	
Crossroads	Warmer - Hotwell	Aux	FS	FS	Aux	
Crossroads	Cooler - Grag-n-Go	Aux	FS	FS	Aux	
Crossroads	Cooler RI - Two Door	Aux	FS	FS	Aux	
Dish Room	Tray Conveyor	Aux	FS	FS	Aux	
Dish Room	Pulper	Aux	FS	FS	Aux	
Dish Room	Dish Machine	Aux	FS	FS	Aux	
Dish Room	SS - Pot Washing Sink	Aux	FS	FS	Aux	
Dish Room	SS - Pot Washing Sink	Aux	FS	FS	Aux	
Frenger Food Court: Chihuahua's	3-Compartment Sink - SS	Aux	FS	FS	Aux	
Frenger Food Court: Chihuahua's	Ice Machine	Chihuahua	FS	FS	Aux	
Frenger Food Court: Chihuahua's	Exhaust Hood	Aux	FS	FS	Aux	
Frenger Food Court: Dynasty	Freezer RI - Single Door	Aux	FS	FS	Aux	
Fulton	Exhaust Hood	Aux	FS	FS	Aux	
Fulton	Cooler - RI Bar Undercounter	Aux	FS	FS	Aux	
Fulton	Cooler - RI Bar Undercounter	Aux	FS	FS	Aux	
Fulton	Cooler RI - Two Door Dual Sided Glass	Aux	FS	FS	Aux	
Fulton	Freezer RI - Two Door	Aux	FS	FS	Aux	
Fulton	Cooler RI - Single Door	Aux	FS	FS	Aux	
Fulton	Cooler RI - Single Door	Aux	FS	FS	Aux	
Fulton	Cooler RI - Single Door	Aux	FS	FS	Aux	
Fulton	Cooler RI - Single Door	Aux	FS	FS	Aux	
Fulton	Ice Machine	Aux	FS	FS	Aux	
Fulton	Cooler WI	Aux	FS	FS	Aux	

Exhibit F AUX Equipment R&R Responsibilities Matrix 2015 0826
Equipment Matrix Food Service

8/28/2015
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Restaurant	Equipment	Kitchen Equip Owner	Initial Response	Repair	Replace	Comments
Kitchen	Impringer Oven	Aux	FS	FS	Aux	
Kitchen	Fryer	Aux	FS	FS	Aux	
Kitchen	Fryer	Aux	FS	FS	Aux	
Kitchen	Fryer	Aux	FS	FS	Aux	
Kitchen	Flat Grill	Aux	FS	FS	Aux	
Kitchen	Charbrolier	Aux	FS	FS	Aux	
Kitchen	Stove - Gas 6-top	Aux	FS	FS	Aux	
Kitchen	Mixer	Aux	FS	FS	Aux	
Kitchen	Slicer/Dicer	Aux	FS	FS	Aux	
Kitchen	Chooper	Aux	FS	FS	Aux	
Kitchen	Slicer	Aux	FS	FS	Aux	
Kitchen	Ice Machine	Aux	FS	FS	Aux	
Kitchen	Ice Machine	Aux	FS	FS	Aux	
Kitchen	Kettle - 40G	Aux	FS	FS	Aux	
Kitchen	Kettle - 40G	Aux	FS	FS	Aux	
Kitchen	Kettle - 40G	Aux	FS	FS	Aux	
Kitchen	Kettle - 80G	Aux	FS	FS	Aux	
Kitchen	Kettle - 80G	Aux	FS	FS	Aux	
Kitchen	Kettle - 80G	Aux	FS	FS	Aux	
Kitchen	Oven - Combi electric	Aux	FS	FS	Aux	
Kitchen	Oven - Combi electric	Aux	FS	FS	Aux	
Kitchen	Oven - Combi electric	Aux	FS	FS	Aux	
Kitchen	Oven - Combi electric	Aux	FS	FS	Aux	
Kitchen	Tilt Skillet	Aux	FS	FS	Aux	
Kitchen	Tilt Skillet	Aux	FS	FS	Aux	
Kitchen	Ice Machine	Aux	FS	FS	Aux	
Kitchen	Ice Bin	Aux	FS	FS	Aux	
Kitchen	Freezer - Two Door	Aux	FS	FS	Aux	
Kitchen	Exhaust Hood	Aux	FS	FS	Aux	
Kitchen	Exhaust Hood	Aux	FS	FS	Aux	
Kitchen	Exhaust Hood	Aux	FS	FS	Aux	
Kitchen	Hot Holding Cabinet - Single Door	Aux	FS	FS	Aux	
PAC	Ice Machine (Bin)	Aux	FS	FS	Aux	
PAC	Ice Machine (Bin)	Aux	FS	FS	Aux	
PAC	Ice Machine	Aux	FS	FS	Aux	
PAC	Ice Machine	Aux	FS	FS	Aux	
PAC	Popcorn Popper	Aux	FS	FS	Aux	
PAC	Freezer - Two Door	Aux	FS	FS	Aux	
PAC	Concession Trailer	Aux	FS	FS	Aux	
PAC	Concession Trailer	Aux	FS	FS	Aux	
PAC	Propane Gas Grill	Aux	FS	FS	Aux	
PAC	Warmer - Undercounter 2-Drawer	Aux	FS	FS	Aux	
PAC	Warmer - Undercounter 2-Drawer	Aux	FS	FS	Aux	
PAC	Warmer - Undercounter 2-Drawer	Aux	FS	FS	Aux	
PAC	Warmer - Undercounter 2-Drawer	Aux	FS	FS	Aux	
PAC	Warmer - Undercounter 2-Drawer	Aux	FS	FS	Aux	
PAC	Warmer - Undercounter 2-Drawer	Aux	FS	FS	Aux	
PAC	Warmer - Undercounter 2-Drawer	Aux	FS	FS	Aux	

Exhibit F AUX Equipment R&R Responsibilities Matrix 2015 0826
Equipment Matrix Food Service

8/28/2015
2:35 PM

Restaurant	Equipment	Kitchen Equip Owner	Initial Response	Repair	Replace	Comments
PAC	Warmer - Undercounter 2-Drawer	Aux	FS	FS	Aux	
PAC	Warmer - Undercounter 2-Drawer	Aux	FS	FS	Aux	
PAC	Warmer - Undercounter 2-Drawer	Aux	FS	FS	Aux	
PAC	Warmer - Undercounter 2-Drawer	Aux	FS	FS	Aux	
PAC	Hot Dog Roller	Aux	FS	FS	Aux	
PAC	Hot Dog Roller	Aux	FS	FS	Aux	
PAC	Oven - Steamer Single Door	Aux	FS	FS	Aux	
PAC	Oven - Steamer Single Door	Aux	FS	FS	Aux	
PAC	Hot Holding Sandwich Bin	Aux	FS	FS	Aux	
PAC	Hot Holding Sandwich Bin	Aux	FS	FS	Aux	
PAC	Hot Holding Sandwich Bin	Aux	FS	FS	Aux	
PAC	Hot Holding Sandwich Bin	Aux	FS	FS	Aux	
PAC	Prep Cooler -Flip-lid	Aux	FS	FS	Aux	
PAC	Prep Cooler -Flip-lid	Aux	FS	FS	Aux	
PAC	Impringer Oven	Aux	FS	FS	Aux	
PAC	Impringer Oven	Aux	FS	FS	Aux	
PAC	Freezer - Single Door	Aux	FS	FS	Aux	
PAC	Cooler - Single Door	Aux	FS	FS	Aux	
PAC	Cooler - Single Door	Aux	FS	FS	Aux	
PAC	Coldwell - SS	Aux	FS	FS	Aux	
PAC	Flat Grill	Aux	FS	FS	Aux	
PAC	Fryer	Aux	FS	FS	Aux	
PAC	Warmer - Countertop	Aux	FS	FS	Aux	
PAC		Aux	FS	FS	Aux	
PAC	Hot Dog Roller	Aux	FS	FS	Aux	
PAC	Hot Dog Roller	Aux	FS	FS	Aux	
PAC	Hot Dog Roller	Aux	FS	FS	Aux	
Storage	Prep Cooler -Flip-lid	Aux	FS	FS	Aux	
Storage	Cooler RI- Single Door	Aux	FS	FS	Aux	
Storage	3-Compartment Sink	Aux	FS	FS	Aux	
Storage Shed	Impringer Oven	Aux	FS	FS	Aux	
Subway	Freezer W_ - Small	Aux	FS	FS	Aux	
Subway	Cooler WI - Small	Aux	FS	FS	Aux	
Subway	Tea Brewer	Aux	FS	FS	Aux	
Subway	Service Countertop -SS	Aux	FS	FS	Aux	
Subway	Service Countertop -SS	Aux	FS	FS	Aux	
Subway	Oven - Subway	Aux	FS	FS	Aux	
Subway	Ice Machine	Aux	FS	FS	Aux	
Subway	Oven - Bread	Aux	FS	FS	Aux	
Subway	Warmer - Hotwell	Aux	FS	FS	Aux	
Subway	Cold Display Counter	Aux	FS	FS	Aux	
Subway	Cold Display Counter	Aux	FS	FS	Aux	
Subway	Safe Counter	Aux	FS	FS	Aux	
Taos	Coldwell	Aux	FS	FS	Aux	
Taos	360 Grill	Aux	FS	FS	Aux	
Taos	Atlas Cold/hot Well Station	Aux	FS	FS	Aux	
Taos	Atlas Cold/hot Well Station	Aux	FS	FS	Aux	
Taos	Atlas Cold/hot Well Station	Aux	FS	FS	Aux	
Taos	Hatco Warmer	Aux	FS	FS	Aux	
Taos	Continental under counter unit	Aux	FS	FS	Aux	
Taos	Continental under counter unit	Aux	FS	FS	Aux	
Taos	Jade Wok Station	Aux	FS	FS	Aux	

Exhibit F AUX Equipment R&R Responsibilites Matrix 2015 0826
Equipment Matrix Food Service

8/28/2015
2:35 PM

Restaurant	Equipment	Kitchen Equip Owner	Initial Response	Repair	Replace	Comments
Taos	Oven Lincoln Impinger (1 - Top), Main Pizza Top Oven M# S#	Aux	FS	FS	Aux	
Taos	Oven Lincoln Impinger (2 - Middle), Main Pizza Middle Oven M# - 802509	Aux	FS	FS	Aux	
Taos	Oven Lincoln Impinger (3 - Bottom), Main Pizza Lower Oven M#1130 S#2037809	Aux	FS	FS	Aux	
Taos	Atlas hot cold well	Aux	FS	FS	Aux	
Taos	Victory Freezer	Aux	FS	FS	Aux	
Taos	Hat Co Warmer	Aux	FS	FS	Aux	
Taos	Hat Co Warmer	Aux	FS	FS	Aux	
Taos	Pitco Fryer Station	Aux	FS	FS	Aux	
Taos	Vulcan Gas griddle	Aux	FS	FS	Aux	
Taos	Refrigerator - Victory	Aux	FS	FS	Aux	
Taos	Victory Refrigerator	Aux	FS	FS	Aux	
Taos	Victory Refrigerator	Aux	FS	FS	Aux	
Taos	Metro hot holding cabinet	Aux	FS	FS	Aux	
Taos	Jade 4 burner cooking station	Aux	FS	FS	Aux	
Taos	Victory 4 door refrig	Aux	FS	FS	Aux	
Taos	AltoShaam Carving station	Aux	FS	FS	Aux	
Taos	Freezer-Victory	Aux	FS	FS	Aux	
Taos	Counter Refrigerated - RANDELL Sandwich line M#W9105A S#W000043783	Aux	FS	FS	Aux	
Taos	Victory Prep Table	Aux	FS	FS	Aux	
Taos	Convection Oven NU VU	Aux	FS	FS	Aux	
Taos	five (5) Exhaust Hoods and Suppression system	Aux	FS	FS	Aux	
Taos	Taylor ice cream machin	Aux	FS	FS	Aux	
	Hat Co Warmer	Aux	FS	FS	Aux	

FY16 FS Annual Operations & Maintenance Charges

Cost Per Sq. Foot Model

Housing		1,628,771		1,628,771		1,628,771		1,628,771	
Est. Applicable Sq. Ft									
Based on FY14 Actual Costs									
FY14 Act Exp		FY14 Act Exp		FY14 Act Exp		FY14 Act Exp		FY14 Act Exp	
F&S Total O&M Exp (net of rec & appl charges)		Custodial		Solid Waste		Mechanical/Plumbing/HVAC		Electrical/Alarms	
Total Shop Exp	5,966,115	Total Salary Exp	2,030,521	Total Salary Exp	146,720	Total Salary Exp	281,389	Total Salary Exp	111,531
Total Admin Exp	1,507,528	Total Other Exp	481,868	Total Other Exp	4,394	Total Other Exp	414,377	Total Other Exp	419,267
Total Exp	7,473,643	Total Exp	2,512,389	Total Exp	151,114	Total Exp	695,766	Total Exp	530,797
FY 14 Appl Charge Adj	(782,795.00)	Appl Charge Adj	-	Appl Charge Adj	-	Appl Charge Adj	(86,888.93)	Appl Charge Adj	(196,206.08)
		Admin Costs	828,406.12	Admin Costs	49,826.50	Admin Costs	229,413.80	Admin Costs	175,019.02
Total Costs	6,690,848	Total Costs	3,340,795	Total Costs	200,940	Total Costs	838,291	Total Costs	509,610
Total NMSU Sq. Ft	5,773,392	Total NMSU Sq. Ft	5,773,392	Total NMSU Sq. Ft	5,773,392	Total NMSU Sq. Ft	5,773,392	Total NMSU Sq. Ft	5,773,392
Total Non-I&G Sq. Ft.	2,556,106	Total Non-I&G Sq. Ft.	2,556,106	Total Non-I&G Sq. Ft.	2,556,106	Total Non-I&G Sq. Ft.	2,556,106	Total Non-I&G Sq. Ft.	2,556,106
Total I&G Sq. Ft.	3,217,286	Total I&G Sq. Ft.	3,217,286	Total I&G Sq. Ft.	3,217,286	Total I&G Sq. Ft.	3,217,286	Total I&G Sq. Ft.	3,217,286
Total I&G Cost/Sq. Foot	2.0797	Total I&G Cost/Sq. Foot	1.0384	Total I&G Cost/Sq. Foot	0.0625	Total Cost/Sq. Foot	0.2606	Total Cost/Sq. Foot	0.1584
Total Applicable Sq. Ft	1,628,771	Total Applicable Sq. Ft	307,266	Total Applicable Sq. Ft	1,628,771	Total Applicable Sq. Ft	1,628,771	Total Applicable Sq. Ft	1,628,771
Total Charge	3,387,283.61	Total Charge	319,061.74	Total Charge	101,727.25	Total Charge	424,389.92	Total Charge	257,993.46

1,628,771		1,628,771	
FY14 Act Exp		FY14 Act Exp	
Building Svcs (Struc Maint, Paint, Access Control)		Sign Shop	
Total Salary Exp	392,052	Total Salary Exp	8,964
Total Other Exp	259,769	Total Other Exp	21,178
Total Exp	651,821	Total Exp	30,142
Appl Charge Adj	(23,928.00)	Appl Charge Adj	-
Admin Costs	214,923.83	Admin Costs	9,938.56
Total Costs	842,817	Total Costs	40,080
Total NMSU Sq. Ft	5,773,392	Total NMSU Sq. Ft	5,773,392
Total Non-I&G Sq. Ft.	2,556,106	Total Non-I&G Sq. Ft.	2,556,106
Total I&G Sq. Ft.	3,217,286	Total I&G Sq. Ft.	3,217,286
Total Cost/Sq. Foot	0.2620	Total Cost/Sq. Foot	0.0125
Total Applicable Sq. Ft	1,628,771	Total Applicable Sq. Ft	1,628,771
Total Charge	426,681.15	Total Charge	20,290.86

1,628,771		1,628,771	
FY14 Act Exp		FY14 Act Exp	
Total		Total	
Total Salary Exp	2,971,176	Total Salary Exp	2,971,176
Total Other Exp	1,600,853	Total Other Exp	1,600,853
Total Exp	4,572,028	Total Exp	4,572,028
Appl Charge Adj	(307,023)	Appl Charge Adj	(307,023)
Admin Costs	1,507,528	Admin Costs	1,507,528
Total Costs	5,772,533	Total Costs	5,772,533
Total NMSU Sq. Ft	5,773,392	Total NMSU Sq. Ft	5,773,392
Total Non-I&G Sq. Ft.	2,556,106	Total Non-I&G Sq. Ft.	2,556,106
Total I&G Sq. Ft.	3,217,286	Total I&G Sq. Ft.	3,217,286
Total Cost/Sq. Foot	1.0384	Total Cost/Sq. Foot	1.0384
Total Applicable Sq. Ft	307,266	Total Applicable Sq. Ft	307,266
Total Charge	319,061.74	Total Charge	319,061.74
			1,231,082.64
			1,550,144.37

	Cost/Sqft	Total Costs
Total Custodial	1.0384	319,061.74
Total Solid Waste	0.0625	101,727.25
Total Mech/Plumb/HVAC	0.2606	424,389.92
Total Elec/Alarms	0.1584	257,993.46
Total Sign Shop Svcs	0.0125	20,290.86
Total Building Svcs	0.2620	426,681.15
Total Fire	-	-
Total Grounds Svcs	-	-
Subtotal	1.7942	1,550,144.37

Total EH&S (already included in Plant O&M)

FY16 Applied Charges 485,034.07

Grand Total Facilities Services 2,035,178.44

(already included in Plant O&M)
(already included in Plant O&M)

APPA Grounds Service Levels

Level 1 - State-of-the-art maintenance applied to a high-quality diverse landscape

Associated with high-traffic urban areas, such as public squares, malls, government grounds, or college/university campuses.

- **TURF CARE** - Grass height maintained according to species and variety of grass. Mowed at least once every five working days but may be as often as once every three working days. Aeration as required but not less than four times per year. Reseeding or sodding as needed. Weed control to be practiced so that no more than 1 percent of the surface has weeds present.
- **FERTILIZER** - Adequate fertilization applied to plant species according to their optimum requirements. Application rates and times should ensure an even supply of nutrients for the entire year. Nitrogen, phosphorus, and potassium percentages should follow local recommendations. Trees, shrubs, and flowers should be fertilized according to their individual requirements of nutrients for optimum growth. Unusually long or short growing seasons may modify the chart slightly.
- **IRRIGATION** - Sprinkler irrigated-electric automatic commonly used. Some manual systems could be considered adequate under plentiful rainfall circumstances and with adequate staffing. Frequency of use follows rainfall, temperature, season length, and demands of plant material.
- **LITTER CONTROL** - Minimum of once per day, seven days per week. Extremely high visitation may increase the frequency. Receptacles should be plentiful enough to hold all trash usually generated between servicing without overflowing.
- **PRUNING** - Frequency dictated primarily by species and variety of trees and shrubs. Length of growing season and design concept also a controlling factor-i.e., clipped vs. natural-style hedges. Timing scheduled to coincide with low demand periods or to take advantage of special growing characteristics.
- **DISEASE AND INSECT CONTROL** - At this maintenance level, the controlling objective is to avoid public awareness of any problems. It is anticipated at Level 1 that problems will either be prevented or observed at a very early stage and corrected immediately.
- **SNOW REMOVAL** - Snow removal starts the same day that accumulations of .5 inch are present. At no time will snow be permitted to cover transportation or parking surfaces longer than noon of the day after the snow stops. Application of snow-melting compound and/or gravel is appropriate to reduce the danger of injury due to falls.
- **SURFACES** - Sweeping, cleaning, and washing of surfaces should be done so that at no time does an accumulation of sand, dirt, or leaves distract from the looks or safety of the area.
- **REPAIRS** - Repairs to all elements of the design should be done immediately when problems are discovered, provided replacement parts and technicians are available to accomplish the job. When disruption to the public might be major and the repair is not critical, repairs may be postponed to a time period that is least disruptive.
- **INSPECTIONS** - A staff member should conduct inspection daily.
- **FLORAL PLANTINGS** - Normally, extensive or unusual floral plantings are part of the design. These may include ground-level beds, planters, or hanging baskets. Often, multiple plantings are scheduled, usually for at least two blooming cycles per year. Some designs may call for a more frequent rotation of bloom. Maximum care, including watering, fertilizing, disease control, disbudding, and weeding, is necessary. Weeding flowers and shrubs is done a minimum of once per week. The desired standard is essentially weeded free.

Level 2 - High-level maintenance

Associated with well-developed public areas, malls, government grounds, or college/university campuses. Recommended level for most organizations.

- **TURF CARE** - Grass cut once every five working days. Aeration as required but not less than two times per year. Reseeding or sodding when bare spots are present. Weed control practiced when weeds present a visible problem or when weeds represent 5 percent of the turf surface. Some pre-emergent products may be used at this level.
- **FERTILIZER** - Adequate fertilizer level to ensure that all plant materials are healthy and growing vigorously. Amounts depend on species, length of growing season, soils, and rainfall. Rates should correspond to at least the lowest recommended rates. Distribution should ensure an even supply of nutrients for the entire year. Nitrogen, phosphorus, and potassium percentages should follow local recommendations. Trees, shrubs, and flowers should receive fertilizer levels to ensure optimum growth.
- **IRRIGATION** - Sprinkler irrigated--electric automatic commonly used. Some manual systems could be considered adequate under plentiful rainfall circumstances and with adequate staffing. Frequency of use follows rainfall, temperature, season length, and demands of plant material.
- **LITTER CONTROL** - Minimum of once per day, five days per week. Offsite movement of trash depends on size of containers and use by the public. High use may dictate daily or more frequent leaning.
- **PRUNING** - Usually done at least once per season unless species planted dictate more frequent attention. Sculpted hedges or high-growth species may dictate a more frequent requirement than most trees and shrubs in natural-growth plantings.
- **DISEASE AND INSECT CONTROL** - Usually done when disease or insects are inflicting noticeable damage, are reducing vigor of plant material, or could be considered a bother to the public. Some preventive measures may be used, such as systemic chemical treatments. Cultural prevention of disease problems can reduce time spent in this category. Some minor problems may be tolerated at this level.
- **SNOW REMOVAL** - Snow removed by noon the day following snowfall. Gravel or snowmelt may be used to reduce ice accumulation.
- **SURFACES** - Should be cleaned, repaired, repainted, or replaced when their appearances have noticeably deteriorated.
- **REPAIRS** - Should be done whenever safety, function, or appearance is in question.
- **INSPECTIONS** - Inspection should be conducted by some staff member at least once a day when regular staff is scheduled.
- **FLORAL PLANTINGS** - Normally, no more complex than two rotations of bloom per year. Care cycle is usually at least once per week, but watering may be more frequent. Health and vigor dictate cycle of fertilization and disease control. Beds essentially kept weed free.

Level 3 - Moderate-level maintenance

Associated with locations that have Moderate to low levels of development or visitation, or with operations that, because of budget restrictions, cannot afford a higher level of maintenance.

- TURF CARE - Grass cut once every ten working days. Normally not aerated unless turf quality indicates a need or in anticipation of an application of fertilizer. Re-seeding or re-sodding done only when major bare spots appear. Weed control measures normally used when 50 percent of small areas are weed infested or when 15 percent of the general turf is infested with weeds.
- FERTILIZER - Applied only when turf vigor seems to be low. Low-level application done once per year. Rate suggested is one-half the level recommended.
- IRRIGATION - Dependent on climate. Locations that receive more than 25 inches of rainfall a year usually rely on natural rainfall with the possible addition of portable irrigation during periods of drought. Dry climates that receive less than 25 inches of rainfall usually have some form of supplemental irrigation. When irrigation is automatic, a demand schedule is programmed. Where manual servicing is required, the norm would be two to three times per week.
- LITTER CONTROL - Minimum service of two to three times per week. High use may dictate higher levels during the warm season.
- PRUNING - When required for health or reasonable appearance. With most tree and shrub species, pruning would be performed once every two to three years.
- DISEASE AND INSECT CONTROL - Done only to address epidemics or serious complaints. Control measures may be put into effect when the health or survival of the plant material is threatened or when public comfort is an issue.
- SNOW REMOVAL. Snow removal done based on local law requirements but generally accomplished by the day following snowfall. Some crosswalks or surfaces may not be cleared at all.
- SURFACES - Cleaned on a complaint basis. Repaired or replaced as budget allows.
- REPAIRS - Should be done whenever safety or function is in question.
- INSPECTIONS - Inspections are conducted once per week.
- FLORAL PLANTINGS - Only perennials or flowering trees or shrubs.

Level 4 - Moderately low-level maintenance

Associated with locations affected by budget restrictions that cannot afford a high level of maintenance.

- TURF CARE - Low-frequency mowing scheduled based on species. Low growing grasses may not be mowed. High grasses may receive periodic mowing. Weed control limited to legal requirements for noxious weeds.
- FERTILIZER - Not fertilized.
- IRRIGATION - No irrigation.
- LITTER CONTROL - Once per week or less. Complaints may increase level above one servicing.
- PRUNING - No regular trimming. Safety or damage from weather may dictate actual work schedule.
- DISEASE AND INSECT CONTROL - None except where the problem is epidemic and the epidemic condition threatens resources or the public.
- SNOW REMOVAL - Snow removal done based on local law requirements but generally accomplished by the day following snowfall. Some crosswalks or surfaces may not be cleared at all.
- SURFACES - Replaced or repaired when safety is a concern and when budget is available.
- REPAIRS - Should be done whenever safety or function is in question.
- INSPECTIONS - Inspections are conducted once per month.
- FLORAL PLANTINGS - None. May have wildflowers, perennials, flowering trees, or shrubs in place.

Level 5 - Minimum-level maintenance

Associated with locations that have severe budget restrictions.

- TURF CARE - Low-frequency mowing scheduled based on species. Low growing grasses may not be mowed. High grasses may receive periodic mowing. Weed control limited to legal requirements for noxious weeds.
- FERTILIZER - Not fertilized.
- IRRIGATION - No irrigation.
- LITTER CONTROL - On demand or complaint basis.
- PRUNING - No pruning unless safety is involved.
- DISEASE AND INSECT CONTROL - No control except in epidemic or safety situations.
- SNOW REMOVAL - Snow removal done based on local law requirements but generally accomplished by the day following snowfall. Some crosswalks or surfaces may not be cleared at all.
- SURFACES - Serviced only when safety is a consideration.
- REPAIRS - Should be done whenever safety or function is in question.
- INSPECTIONS - Inspections are conducted once per month.
- FLORAL PLANTINGS - None. May have wildflowers, perennials, flowering trees, or shrubs in place.

Level 1 – Orderly Spotlessness

- Floors and base moldings shine and/or are bright and clean; colors are fresh. There is no buildup in corners or along walls.
- All vertical and horizontal surfaces have a freshly cleaned or polished appearance and have no accumulation of dust, dirt, marks, streaks, smudges or fingerprints.
- Washroom and shower tile and fixtures gleam and are odor free. Supplies are adequate.
- Trash containers and pencil sharpeners are empty, clean and odor-free.

Level 2 – Ordinary Tidiness

- Floors and base moldings shine and/or are bright and clean. There is no buildup in corners or along walls, but there can be up to two days' worth of dirt, dust, stains or streaks.
- All vertical and horizontal surfaces are clean, but marks, dust, smudges and fingerprints are noticeable with close observation.
- Washroom and shower tile and fixtures gleam and are odor free. Supplies are adequate.
- Trash containers and pencil sharpeners are empty, clean and odor-free.

Level 3 – Casual Inattention

- Floors are swept clean, but upon observation dust, dirt and stains, as well as a buildup of dirt, dust and/or floor finish in corners and along walls, can be seen.
- There are dull spots and/or matted carpet in walking lanes and streaks and splashes on base molding.
- All vertical and horizontal surfaces have obvious dust, dirt, marks, smudges and fingerprints.
- Lamps all work and all fixtures are clean.
- Trash containers and pencil sharpeners are empty, clean and odor-free.

Level 4 – Moderate Dinginess

- Floors are swept clean, but are dull. Colors are dingy and there is an obvious buildup of dust, dirt and/or floor finish in corners and along walls. Molding is dull and contains streaks and splashes.
- All vertical and horizontal surfaces have conspicuous dust, dirt, smudges, fingerprints and marks that will be difficult to remove.
- Less than 5 percent of lamps are burned out and fixtures are dingy.
- Trash containers and pencil sharpeners have old trash and shavings. They are stained and marked. Trash cans smell sour.

Level 5 – Unkempt Neglect

- Floors and carpets are dirty and have visible wear and/or pitting. Colors are faded and dingy and there is a conspicuous buildup of dirt, dust and/or floor finish in corners and along walls. Base molding is dirty, stained and streaked. Gum, stains, dirt dust balls and trash are broadcast.
- All vertical and horizontal surfaces have major accumulations of dust, dirt, smudges and fingerprints, as well as damage. It is evident that no maintenance or cleaning is done on these surfaces.
- More than 5 percent of lamps are burned out and fixtures are dirty with dust balls and flies.
- Trash containers and pencil sharpeners overflow. They are stained and marked. Trash containers smell sour

Level 1 - Showpiece Facility

- Maintenance activities appear highly focused.
- Typically, equipment and building components are fully functional and in excellent operating condition.
- Service and Maintenance calls are responded to immediately.
- Buildings and equipment are regularly upgraded, keeping them current with modern standards and usage.

Level 2 - Comprehensive Stewardship

- Maintenance activities appear organized with direction.
- Equipment and building components are usually functional and in operating condition.
- Service and maintenance calls are responded to in a timely manner.
- Buildings and equipment are regularly upgraded, keeping them current with modern standards and usage.

Level 3 - Managed Care

- Maintenance activities appear to be somewhat organized but they remain people-dependent.
- Equipment and building components are mostly functional but they suffer occasional breakdowns.
- Service and maintenance call response times are variable and sporadic without apparent cause.
- Building and equipment are periodically upgraded to current standards and usage, but not enough to control the effects of normal usage and deterioration.

Level 4 - Reactive Management

- Maintenance activities appear to be somewhat chaotic and are people-dependent.
- Equipment and building components are frequently broken and inoperative.
- Service and maintenance calls are typically not responded to in a timely manner.
- Normal usage and deterioration continues unabated, making buildings and equipment inadequate to meet present usage needs.

Level 5 - Crisis Management

- Maintenance activities appear chaotic and without direction.
- Equipment and building components are routinely broken and inoperative.
- Service and maintenance calls are never responded to in a timely manner.
- Normal usage and deterioration continues unabated, making buildings and equipment inadequate to meet present usage needs.

Exhibit L

Year	Make	Type	License	Driver	Tag
2000	Dodge	Stratus	G67175	Ramon Lozano	U410976
2000	Ford	Cargo Van	G42707	Daniel Mirabal	U416409
2000	Ford	Van	G42708	Rudy Trujillo	U416410
2000	Ford	Passenger Van	G43564	Andrew Padilla	U416411
2004	Chevy	Impala	G56913	Richard Legarreta	U400971
2004	Ford	Pick Up Truck	G56864	Tubalcain Seats	U401046
2004	Ford	Pick Up Truck	G56866	Paul Barrera	U401048
2005	Ford	Pick Up Truck	G60663	Gary Villines	U405082
2006	Chevy	Van	G66242	Humberto Vargas	U408823
2008	Ford	Cargo Van	G75660	On Call	U418545
1980	lift	Truck	G09331	Jose Talamantes	U200454
1982	Chevy	Pick Up Truck	G08826	Bernie Flores	U330867
1990	Ford	Passenger Van	G07433	Lorenzo Rodriguez	U403962
1991	Chevy	Minivan	G07470	Gary Garrison	U332439
1992	Ford	Passenger Van	G07130	Jerry Seaburg	U330878
1994	Chevy	Lumina	G08847	Jorge Rodriguez	U330093
1999	Chevy	Pick Up Truck	G41604	Dacid Dominguez	U330875
1999	Ford	Taurus	G41025	Frank Rodriguez	U336041
1992	GMC	Minivan	G07127	Melvin Lopez	U330093

Exhibit M

RADIO'S ASSIGNED TO HOUSING STAFF

NAME	RADIO #
ASTORGA, LORENZO	32
BALDONADO, WILLIE	26
BARRERA, PAUL	62
DOMINGUEZ, DAVID	68
FLORES, BERNIE	38
GARCIA , RUBEN	20
GARRISON, GARY	6
LEGARRETA, RICHARD	22
WAREHOUSE	
LOPEZ, MELVIN	65
LOZANO, RAMON	64
MIRABEL, DANIEL	19
MONTOYA, YOLIE	40
PADILLA , ANDREW	35
PARRA, BOBBIE	3
RODRIGUEZ, FRANK	21
RODRIGUEZ, FRANK	7
RODRIGUEZ, LORENZO	36
ROMAN, EUGENE	11
RUIZ, JAVIER	73
SEABURG, JERRY	126
SEARS, TUBALCAIN	10
SUAREZ, AL	69
TALAMANTES, JOSE	67
TRUJILLO, RUDY	23
VALLES, FERNIE	31
VASQUEZ, TITO	63
VILLINES, GARY	85