

## CAMPUS MANAGEMENT SERVICES (CMS)

### Notice: Charged services

Please be advised that all requests for the following services will be for user account and will not be funded by CMS via the maintenance budget allocation:

- Replacement of keys and changing of locks related to loss,
- Additional Electrical Socket outlets,
- Additional lighting that is not related to safety or legislative lux levels,
- Floor coverings other than safety related or warranted evident wear,
- Window coverings - Blinds, curtains and tinting,
- Painting where its deemed not required by CMS,
- New or redesigning of air conditioning,
- Any space change or alteration,
- Furniture maintenance and replacement,
- Furniture dismantling and assembly,
- Laminar flow, fume cupboards and bio-safety cabinets servicing and validation,
- New universal access and openings,
- Any apparatus that is directly used for individual departments operational requirements- e.g. Laboratory equipment

CMS will however facilitate the sourcing of quotes and if approval granted then an IDR (Inter Department Requisition) will be requested to action further