

## **OPERATING POLICY AND PROCEDURE**

### **SHARING AND HANDLING OF MAJOR EXPENSES OF JOINTLY OCCUPIED BUILDINGS**

#### **PURPOSE**

The various units of the Division are committed to jointly conducting teaching, research, and extension programs for their mutual benefit and for enhancement of research and education programs. Policies and procedures are necessary for equitable sharing of the costs of utilities, custodial services, and repair and maintenance of the physical facilities.

#### **POLICY**

Separately budgeted units of the Division will share in costs of utilities, custodial services, and repair and maintenance of physical facilities in approximate proportion to the shared use of space in each building.

#### **PROCEDURE**

The Division will negotiate for equitable cost sharing based on E & G space use. Space-based apportionment will be adjusted to account for special space and use requirements. Common spaces in buildings will be apportioned on the same basis as occupied space.

To save labor costs, the goal of this policy is tilted more toward equity than to precision. In the same vein, apportionments will be reviewed annually in January, except in cases where significant changes warrant more frequent review.

Judgments about space allocations, special space and use exceptions, and review procedures will be made by a committee representing unit budget managers and the Vice President's office.

#### **REVIEW**

This policy and procedure will be reviewed every four years or as needed by the Vice President for the Division of Agriculture, Forestry and Veterinary Medicine.

OP 56.03  
07/22/94  
Revised 06/12/07

**REVIEWED BY:**

/s/ Vance Watson  
Vice President, Division of Agriculture, Forestry  
and Veterinary Medicine

07-21-07  
Date

/s/ Don Zant  
Director of Internal Audit

07-24-07  
Date

/s/ Charles Guest  
General Counsel

07-31-07  
Date

**APPROVED BY:**

/s/ Vance Watson  
Vice President, Division of Agriculture, Forestry  
and Veterinary Medicine

07-21-07  
Date

/s/ Robert H. Foglesong  
President

08-12-07  
Date