Information for
Event Services Form

For additional information contact the Facilities Service Center

(512)471-2020

FS-events@austin.utexas.edu
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## CUSTODIAL ESTIMATES

<table>
<thead>
<tr>
<th># People Needed</th>
<th>Hours Needed</th>
<th>Description</th>
<th>Pieces Cleaned</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Laundry time for 1-8 items (each skirt or cloth counts as one item)</td>
<td>1-8</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Laundry time for 9-12 items (each skirt or cloth counts as one item)</td>
<td>9-12</td>
<td>1.5</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Laundry time for 13-16 items (each skirt or cloth counts as one item)</td>
<td>13-16</td>
<td>2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Laundry time for 17+ items -- add half an hour for every additional set of 1-4 items</td>
<td>17-20</td>
<td>2.5</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>0.5</td>
<td>Flags by 3pm</td>
<td>21-24</td>
<td>3</td>
</tr>
<tr>
<td>1</td>
<td>0.5</td>
<td>UT Seal Delivery</td>
<td>25-28</td>
<td>3.5</td>
</tr>
<tr>
<td>1</td>
<td>0.5</td>
<td>Water pitchers (average)</td>
<td>29-32</td>
<td>4</td>
</tr>
<tr>
<td>1</td>
<td>0.5</td>
<td>Average time to skirt a stage</td>
<td>33-36</td>
<td>4.5</td>
</tr>
<tr>
<td></td>
<td></td>
<td>37-40</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>2 manhours = 12 tables skirted and clothed</td>
<td>41-44</td>
<td>5.5</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>45-48</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>49-52</td>
<td>6.5</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>53-56</td>
<td>7</td>
<td></td>
</tr>
<tr>
<td>Stage skirting</td>
<td>8&quot;=$0.1</td>
<td>8/ft</td>
<td>57-60</td>
<td>7.5</td>
</tr>
<tr>
<td></td>
<td>1 roll = 4' x 25'</td>
<td>16&quot;=$0. 35/ft</td>
<td>ex: 16'x12'x24&quot; cut two rolls</td>
<td>61-64</td>
</tr>
<tr>
<td></td>
<td>1 roll = $26.00</td>
<td>24&quot;=$0. 52/ft</td>
<td>65-68</td>
<td>8.5</td>
</tr>
<tr>
<td>Paper stage skirting can be cut into strips. Ex: 16&quot; tall risers, 4'=48&quot; = 3 strips</td>
<td>69-72</td>
<td>9</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>73-76</td>
<td>9.5</td>
<td></td>
</tr>
<tr>
<td>NOTE: After 5:00pm is overtime for the Day Crew</td>
<td>77-80</td>
<td>10</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NOTE: Weekend work is Overtime, and is assigned to the Night Crew. There’s a two-hour minimum.</td>
<td>81-84</td>
<td>10.5</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>85-88</td>
<td>11</td>
<td></td>
</tr>
<tr>
<td>Stage skirt colors: Black &amp; White</td>
<td>89-92</td>
<td>11.5</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Table skirt colors: 6 Orange, 6 Brown, 6 Blue, 2 Rust &amp; White</td>
<td>93-96</td>
<td>12</td>
<td></td>
<td></td>
</tr>
<tr>
<td>About 70 rounds and 200 rectangles</td>
<td>97-100</td>
<td>12.5</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Rate: $25.54 regular, $38.31 overtime</td>
<td>101-104</td>
<td>13</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>105-108</td>
<td>13.5</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>109-112</td>
<td>14</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>113-116</td>
<td>14.5</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>117-120</td>
<td>15</td>
<td></td>
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<td></td>
<td></td>
<td>121-124</td>
<td>15.5</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>125-128</td>
<td>16</td>
<td></td>
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<td></td>
<td></td>
<td>129-132</td>
<td>16.5</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>133-136</td>
<td>17</td>
<td></td>
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<td></td>
<td></td>
<td>137-140</td>
<td>17.5</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>141-144</td>
<td>18</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>145-148</td>
<td>18.5</td>
<td></td>
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<td></td>
<td></td>
<td>149-152</td>
<td>19</td>
<td></td>
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<td></td>
<td></td>
<td>153-156</td>
<td>19.5</td>
<td></td>
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<td></td>
<td></td>
<td>157-160</td>
<td>20</td>
<td></td>
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<td></td>
<td></td>
<td>161-164</td>
<td>20.5</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>165-168</td>
<td>21</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>169-172</td>
<td>21.5</td>
<td></td>
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<td></td>
<td></td>
<td>173-176</td>
<td>22</td>
<td></td>
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<td></td>
<td></td>
<td>177-180</td>
<td>22.5</td>
<td></td>
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<td></td>
<td></td>
<td>181-184</td>
<td>23</td>
<td></td>
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<td></td>
<td></td>
<td>185-188</td>
<td>23.5</td>
<td></td>
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<td></td>
<td></td>
<td>189-192</td>
<td>24</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>193-196</td>
<td>24.5</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>197-200</td>
<td>25</td>
<td></td>
</tr>
</tbody>
</table>

### HOW TO CALCULATE A ROUGH ESTIMATE

**example: client wants 14 tables cloths with full skirting, delivered and set up**

- 14 x 2 = 28 pieces
- go to table, find 28 pieces = 3.5 hours
- 3.5 hours x $25.54 (hourly rate) = $89.39
- (it takes 2 manhours to skirt and cloth 12 tables) =14/12*2*25.54= $59.59
- $89.39 + $59.59 = $148.98 round up to $149.00
CUSTODIAL CLEANING SERVICES, TRASH & RECYCLING

Facilities Services does not charge for rental of equipment
Charges are incurred for (1) delivery and pick up; (2) set up and tear down; (3) services rendered

Custodial Services: (Services)
An hourly rate of $25.54 is charged per crew member
Overtime rate is $38.31 per crew member; two hour minimum
Overtime rates are charged for services rendered 4:30 PM - 5:30 PM and 2:00 AM - 7:00 AM Monday – Friday
Overtime rates are charged for services rendered Saturday – Sunday, and Holidays

Note: Overtime authorization is needed when expected attendance of an event is 50 or more. Overtime charges are applied only if Custodial Services must add additional staff to service the event.

Event & Moving Services: (Trash and Recycling)
An hourly rate of $50.78 is charged per crew member; crews typically consist of two to three employees
Overtime rate is $76.17 per crew member; two hour minimum
Overtime rates are charged for services rendered 4:01 PM - 8:30 AM, Noon - 12:45 PM Monday – Friday
Overtime rates are charged for services rendered Saturday – Sunday, and Holidays

CUSTOM SIGNS – BANNERS

Facilities Services does not charge for rental of equipment
Charges are incurred for (1) delivery and pick up; (2) set up and tear down; (3) fabrication of signs and banners

Event & Moving Services: (Signs, Easel, A-frames)
An hourly rate of 50.78 is charged per crew member; crews typically consist of two to three employees
Overtime rate is $76.17 per crew member; two hour minimum
Overtime rates are charged for services rendered 4:01 PM - 8:30 AM, Noon - 12:45 PM Monday – Friday
Overtime rates are charged for services rendered Saturday – Sunday, and Holidays

General Construction: (Banners)
An hourly rate of $32.70 is charged per crew member; crews typically consist of two to three employees
Overtime rate is $49.05 per crew member; three hour minimum applies if not contiguous to crew’s scheduled hours
Overtime rates are charged for services rendered 4:01 PM - 7:29 AM Monday – Friday
Overtime rates are charged for services rendered Saturday – Sunday, and Holidays

Sign Shop: (Signs and Banners)
An hourly rate of $32.70 is charged per crew member, plus material
Overtime rate is $49.05 per crew member; three hour minimum applies if not contiguous to crew’s scheduled hours
Overtime rates are charged for services rendered 4:01 PM - 7:29 AM Monday – Friday
Overtime rates are charged for services rendered Saturday – Sunday, and Holidays
Signs can be picked up between the hours of 7:30 AM and 3:45 PM Monday-Friday
DECORATIVE FOUNTAINS
Charges are incurred for (1) fountain timers; (2) pre-event cleaning if needed

Facilities Maintenance:
An hourly rate of $39.64 is charged per crew member; crews typically consist of two employees
Overtime rate is $59.46 per crew member
Overtime rates are charged for services rendered 5:01 PM - 6:29 AM Monday – Friday
Overtime rates are charged for services rendered Saturday – Sunday, and Holidays

ELECTRICAL NEEDS
Facilities Services does not charge for rental of equipment
Charges are incurred for services rendered

General Construction: (Electrical)
An hourly rate of $32.70 is charged per crew member; crews typically consist of two to three employees
Overtime rate is $49.05 per crew member; three hour minimum applies if not contiguous to crew’s scheduled hours
Overtime rates are charged for services rendered 4:01 PM - 7:29 AM Monday – Friday
Overtime rates are charged for services rendered Saturday – Sunday, and Holidays

FIRE SAFETY PREVENTION
Charges are incurred for services rendered.

Fire Safety: Disable/Enable Fire Alarms, Fire Panel Watch **
An hourly rate of $39.64 is charged per hour
Overtime rate of $59.46 is charged per hour
Disable/enable fire alarm is charged thirty minutes of labor
Panel watch is a minimum two hour charge
Overtime rates are charged for services rendered 4:31 PM - 5:59 AM Monday – Friday
Overtime rates are charged for services rendered Saturday – Sunday, and Holidays

Fire Prevention: Fire Panel Watch **
An hourly rate of $75.00 is charged per hour any time services are rendered
Panel watch is a minimum of two hour charge

** PLEASE NOTE: Panel watch requires both Fire Safety and Fire Prevention
FLAGS, MACES & BANNERS
Facilities Services does not charge for rental of equipment
Charges are incurred for (1) delivery and pick up; (2) set up and tear down

Custodial Services: (Flags and Maces)
An hourly rate of $25.54 is charged per crew member
Overtime rate is $38.31 per crew member; two hour minimum
Overtime rates are charged for services rendered 4:30 PM - 5:30 PM and 2:00 AM - 7:00 AM Monday – Friday
Overtime rates are charged for services rendered Saturday – Sunday, and Holidays

General Construction: (Banners)
An hourly rate of $32.70 is charged per crew member; crews typically consist of two to three employees
Overtime rate is $49.05 per crew member; three hour minimum applies if not contiguous to crew’s scheduled hours
Overtime rates are charged for services rendered 4:01 PM - 7:29 AM Monday – Friday
Overtime rates are charged for services rendered Saturday – Sunday, and Holidays

FURNITURE AND LINENS
Facilities Services does not charge for rental of equipment
Charges are incurred for (1) delivery and pick up; (2) set up and tear down; (3) table cloth cleaning

Custodial Services: (Linens)
An hourly rate of $25.54 is charged per crew member
Overtime rate is $38.31 per crew member; two hour minimum
Overtime rates are charged for services rendered 4:30 PM - 5:30 PM and 2:00 AM - 7:00 AM Monday – Friday
Overtime rates are charged for services rendered Saturday – Sunday, and Holidays
For cleaning and skirting estimates see Custodial Estimates

Event & Moving Services: (Tables, Chairs, Podiums, Screens, Coat Racks, Easels & Stanchions)
An hourly rate of $50.78 is charged per crew member; crews typically consist of two to three employees
Overtime rate is $76.17 per crew member; two hour minimum
Overtime rates are charged for services rendered 4:01 PM - 8:30 AM, Noon - 12:45 PM Monday – Friday
Overtime rates are charged for services rendered Saturday – Sunday, and Holidays
MISCELLANEOUS
Facilities Services does not charge for rental of equipment
Charges are incurred for services rendered

General Construction:
An hourly rate of $32.70 is charged per crew member; crews typically consist of two to three employees
Overtime rate is $49.05 per crew member; three hour minimum applies if not contiguous to crew’s scheduled hours
Overtime rates are charged for services rendered 4:01 PM - 7:29 AM Monday – Friday
Overtime rates are charged for services rendered Saturday – Sunday, and Holidays

SILK PLANTS, WATER, & TENTS
Facilities Services does not charge for rental of equipment
Charges are incurred for (1) delivery and pick up; (2) set up and tear down

Event & Moving Services – Silk Plants:
An hourly rate of $50.78 is charged per crew member; crews typically consist of two to three employees
Overtime rate is $76.17 per crew member; two hour minimum
Overtime rates are charged for services rendered 4:01 PM - 8:30 AM, Noon - 12:45 PM Monday – Friday
Overtime rates are charged for services rendered Saturday – Sunday, and Holidays

Landscape Services - Irrigation: (Water, Water Hoses, Tent barrels)
An hourly rate of $29.50 is charged per crew member
Overtime rate is $44.25 per crew member per hour; three hour minimum
One hour minimum charge for hose delivery and pick up
Overtime rates are charged for services rendered 4:01 PM - 7:59 AM Monday – Friday
Overtime rates are charged for services rendered Saturday – Sunday, and Holidays

STAGES
Facilities Services does not charge for rental of equipment
Charges are incurred for (1) delivery and pick up; (2) set up and tear down; (3) cost of table skirting

Custodial Services: (Riser or Stage Skirting)
An hourly rate of $25.54 is charged per crew member
Overtime rate is $38.31 per crew member; two hour minimum
Overtime rates are charged for services rendered 4:30 PM - 5:30 PM and 2:00 AM - 7:00 AM Monday – Friday
Overtime rates are charged for services rendered Saturday – Sunday, and Holidays
For skirting estimates see Custodial Estimates

Event & Moving Services: (Riser, Stages, Steps and Carpeting)
An hourly rate of $50.78 is charged per crew member; crews typically consist of two to three employees
Overtime rate is $76.17 per crew member; two hour minimum
Overtime rates are charged for services rendered 4:01 PM - 8:30 AM, Noon - 12:45 PM Monday – Friday
Overtime rates are charged for services rendered Saturday – Sunday, and Holidays
UNLOCK/LOCK DOORS & ELEVATORS OR ESCALATORS

Reminder: Unlocking and locking of all general purpose classrooms must be schedule through the Registrar's Office

Facilities Services does not charge for rental of equipment
Charges are incurred for (1) unlocking/locking rooms; (2) unlocking/locking elevators/escalators

Custodial Services:
An hourly rate of $25.54 is charged per crew member
Overtime rate is $38.31 charged for services rendered 4:30 PM - 5:30 PM and 2:00 AM - 7:00 AM Monday – Friday
Overtime rates are charged for services rendered Saturday – Sunday, and Holidays

WHEELCHAIR LIFT

Facilities Services does not charge for rental of equipment
Charges are incurred for services rendered

Event & Moving Services: (Delivery and Pick up)
An hourly rate of $50.78 is charged per crew member; crews typically consist of two to three employees
Overtime rate is $76.17 per crew member; two hour minimum
Overtime rates are charged for services rendered 4:01 PM - 8:30 AM, Noon - 12:45 PM Monday – Friday
Overtime rates are charged for services rendered Saturday – Sunday, and Holidays