

Responsibilities:

It is the responsibility of the Department of Physical Facilities to provide:

- Interior repairs, exterior repairs and upgrade alterations to all campus facilities.
- Custodial services such as waxing floors, cleaning floors, windows, chalkboards, trash cans in administrative, academic building and dormitories.
- Interior and exterior paint of academic, administrative and dormitory buildings.
- Maintenance of building utilities such as heating, plumbing, air conditioning and electrical.
- Maintenance of all door locks and the distribution of all keys.
- Maintenance and services for all University vehicles, lawn mowers, tractors, and gardening equipment.
- Building and paving parking lots.
- Parking lot landscaping.
- Cleaning land of debris.
- Putting out salt and/or sand for ice on roads, steps, sidewalks, and ramps.
- Assisting with storm damage, removing fallen trees and debris.
- Repairing underground broken water lines.
- Some special welding/metal working projects.
- Handling some refuse dumpsters (large jobs are handled by an outside contractor)
- Electric outside lights & building lights.
- Schedule vehicles for intrastate and interstate travel. When necessary gas cards will be issued for fuel (to be billed to the responsible department).