

Union College Plant Services

Service Information

Introduction

The Plant Services Department is responsible for all operations of facilities, construction, renovation and maintenance repairs of buildings, grounds, utilities and installed building systems.

Plant Services must assure that all maintenance repairs, renovations, or alterations to the college facilities and installed systems and equipment is carried out in accordance with all applicable city and local codes and regulations and college standards.

Plant Services will review or develop plans and specifications for all work to be done to provide the assurance of college standards. The department will review all contracts for facility work.

Plant Services employees are trained in every principal trade required for facilities maintenance repair, alteration, construction or service. These employees can respond to urgent or specialized needs and provide continuity of basic maintenance and repair programs. It also offers a timely and flexible response to renovation projects of moderate or limited scope. Generally the use of Plant Services staff has proven more economical than contractual services, although the scope, cost or specialized nature of some work may make it more advantageous to perform certain work by contract.

Administration and Plant Services will determine the best means to complete each project.

Self help

To insure the safety of the staff and students, and compliance to all required codes, any alterations to college facilities done by faculty or staff, must have Plant Service's prior approval and review. All such work will be inspected by Plant Services.

Connections to Utility Systems

Because of safety hazards that may result from incorrectly performed work and the need to maintain integrity of the utility systems, alterations or connections to any of the college utility systems must be performed only by Plant Services or by contractors working under Plant Service's direction.

Work Requests and Related Procedures

Emergency Service Work

Emergency service is work performed to correct situations hazardous to life, health, property or interruption of utilities (telephone, electric, etc.). This also includes hazards that would cause sufficient disruption to scheduled activities. This work is normally completed the same day as it is requested. Emergency work requests are received from 7:30 a.m. to 5:30 p.m., Monday thru Thursday, and 7:30 a.m. to 12:00 p.m. on Friday by telephone or in person at the Plant Services office in the Don Love Building, phone number 486-2536. After hours and holiday, emergency service may be obtained through Campus Security.

Corrective Maintenance

Request for work for corrective maintenance or alterations should be received on a Service Request Form, available at the Plant Services web site, or by telephone.

Facilities Improvement

Requests for renovations or alterations should be submitted with budget materials prior to the fiscal year that they will be needed. Funding will be worked out with Administration, Plant Services and the department making the request.

Departments planning facility projects should request technical review and inspections by submitting a Project Request for work at least six (6) months in advance, so that Plant Services can better meet the needs of all of the college community.

Financial and Billing Procedures

Plant Services has an annual budget which provides basic maintenance, operation and utilities for Union College. Other services, except for capital improvements, will be provided and charged to the requesting department.

Work performed by Plant Services will be performed at cost. Total charge will be determined by actual price of labor including fringe benefits, materials and equipment used to accomplish the work. To better understand this policy, if a service request is made to repair a building and its installed fixed operating equipment, this will be done through the Plant Services budget. Facility improvements, changes, additions or equipment needed that is not in place will be estimated and installed on a charge back basis to the requesting department. Plant Services is not budgeted to purchase departmental equipment.

Capital improvements will be reviewed by the Administration and Plant Services to determine the scope and funding of those improvements.

Facilities Planning

Plant Services provides a full range of facilities planning and management through its own professional staff or through contracts with outside professional firms.

To assist in financial and program planning for facilities projects, Plant Services in coordination with a prospective user, will develop a project investigation report. This defines the user's needs and service requirements, identifies the scope of the total project, and a cost estimate. Projects will be developed to satisfy all applicable codes and good architectural and engineering practices. Project Investigation reports are prepared as general planning support at no charge to the user, after approval of the Plant Services director.

Services Provided

Corrective maintenance and alterations to college buildings, property, and equipment are provided by Plant Services.

Elevator problems should be reported to Plant Services immediately.

Equipment installation services provided by Plant Services will be charged to the requesting department. A Service Request should be submitted in advance of purchasing said equipment to allow for scheduling installation.

Fire extinguishers are provided by Plant Services and inspected by a contractor. The department is responsible for maintaining fire alarms, sprinkler systems, and smoke detectors.

Handicapped-accessible equipment requests will be reviewed by the Accessibility Committee.

Landscape services

Light bulb replacement

Locks, keys, and lock changes are provided by Plant Services. Authorization for keys must be obtained with a signature from the department head and from the Business office. A deposit is required in some instances and must be paid before the keys can be issued. Upon approval and deposit the keys are issued in the Plant Services office from 11:00a.m. to 12:00 p.m. Monday thru Friday. Lock changes can be arranged by submitting a Service Request directly to Plant Services. A charge will be made for lost keys, lock changes, and extra locks. NO ONE OTHER THAN A PLANT SERVICES

EMPLOYEE IS AUTHORIZED TO CHANGE LOCKS IN ANY COLLEGE BUILDING.

Setup and moving services within the grounds or other college-owned properties are provided by Plant Services on a limited scale. A request should be submitted at least seven (7) days in advance to the Plant Services office either electronically or by phone at 486-2536. The following information is required for all setups: the name of the individual requesting services, the name of the department to be charged, the equipment needed (tables, chairs, risers, etc.), the layout of the facility setup, any special needs such as heating or air conditioning, and the date and times of the event. Without this information Plant Services will be unable to complete the requested service. To move large amounts of furniture or material other than items requiring special handling, arrangements must be made fifteen (15) days in advance. All setup and moving services will be charged to the requesting department.

Painting of building and facilities is done on a scheduled basis. Additional painting projects that are required due to damage, desired color change, or department funded improvement projects are treated as charge-back services. All painting will be done using standard college colors unless otherwise approved by the Plant Services Director.

Pest Control services are provided by Plant Services on a scheduled basis. Any special services should be directed to Plant Service's office (486-2536).

Refuse collection and disposal services are provided by Plant Services on a scheduled basis.

Snow and ice control for roads, sidewalks, grounds, and parking lots are provided by Plant Service's Grounds Department.

Minor repair and maintenance of furniture is provided through Plant Services. Replacement of furniture or fixtures is not provided nor is within Plant Service's budget. Such services will be charged to the requesting department.

Repair of some equipment is provided. Plant Services will determine the feasibility and cost to repair the item. A decision will be made regarding repair after input from the user. These services will be charged to the requesting department.

Carpet care and cleaning is provided on a scheduled basis. Replacement of carpet will be done after review and approval by both Administration and Plant Services.

Custodial Services

Custodial services are provided through Plant Services for the Dick Administration Building, Woods Auditorium, the Atrium and Student Center. All other buildings or departments custodial services are currently arranged and managed through those respective departments. To insure the safety of custodial staff, students, faculty and staff, and the environment, Plant Services has chosen cleaning products that are less harsh and toxic. This has assisted Union College in complying with Federal, State and Local environmental laws, and helped to make the college a better steward of the environment. Therefore, **ALL CLEANING PRODUCTS MUST BE PURCHASED THROUGH PLANT SERVICES.** To ensure our continued safety and compliance no 'outside' products should be purchased for use on campus. Material Safety Data Sheets are provided for all products that Plant Services stocks. This information must be readily available to all staff. Any product not supplied by Plant Services will not have the proper MSDS documentation and will expose the college to legal liability. Custodial supplies may be ordered by phone, email or in person. For any additional custodial services contact Plant Services at 486-2536.