

Seattle University

Funded by Facilities:	Charged back to the department:
<p>Campus Operations Manages and operates campus utilities and building systems: Electrical Mechanical Heating, Ventilation Air conditioning Fire alarms Sprinkler systems</p> <p>Building Maintenance: Routine, Preventive, Repairs Electrical service Lights - interior and exterior</p> <p>Plumbing fixtures replacement and repairs Heating and air conditioning Changing filters</p> <p>Glass, window and door repairs Ceiling tiles Exterior window blinds and shades Restroom hardware and accessories Install keyboard trays Install whiteboards & bulletin boards Open locked drawers and cabinets Hanging pictures, plaques, or bulletin boards Repair/replacement of projection screens</p> <p>Roof maintenance and repair Masonry repairs Sidewalk and road maintenance</p> <p>Classroom furniture replacement and repairs</p> <p>Graffiti removal Sheetrock and wall repair Painting offices and public spaces on a rotation basis with standard colors Repairing office furniture</p> <p>Scheduled preventive maintenance performed on all major mechanical and electrical building systems to maintain optimum performance levels and minimize failures.</p> <p>Custodial Services Routine housekeeping services in classrooms and offices Classroom reset Residence Halls custodial Window cleaning Pressure washing</p> <p>Recycling, Composting and Waste Reduction Recycling collection Compost collection Disposal of surplus Special pick-ups of recyclable material and confidential materials</p> <p>Landscaping and Grounds Landscaping maintenance New garden installation Athletic field maintenance Grounds maintenance Irrigation</p> <p>Elevator Maintenance and Repairs</p> <p>Hazardous Waste Removal Interior pest control</p> <p>Moves & Transportation</p>	<p>Carpentry *Furniture assembly, repair and restoration services *Disassemble and reassemble furniture to be moved *Building bookcases, bulletin boards, cabinets, counter tops, and shelves (on a time available basis) Replacing broken desktop glass Repair or replacement of interior Venetian blinds</p> <p>Purchasing Disassemble and reassemble modular partitions</p> <p>Lockshop Recoring of offices, Replacement of unbroken hardware with a different type of hardware Emergency call-outs for lock-outs and rekeying</p> <p>Mechanical Shop *Repairs to departmental furniture and equipment (e.g., fume hoods, freezers, ice machines, centrifuges, stills, purification/filtering systems). *Refrigerators (portable and laboratory)</p> <p>Electrical Shop Fans (portable or pedestal) Renovation and new construction of the following systems: <ul style="list-style-type: none"> • Lamp (bulb) and ballast replacement in all academic buildings • Campus high voltage systems and main distribution systems, including underground network electrical loops, G&W gas switches, transformer vaults, transformers and secondary electrical feeders, circuit breaker panels, electric motors, and motor controllers *Electrical wiring *Receptacles, switches, exhaust hoods, and conduit systems</p> <p>WFF (Campus custodial services) Special cleaning, such as upholstery and for departmental events. Alterations to space, including installation and fabrication of furnishings and equipment. Cleaning services for special events Supplemental carpet cleaning</p> <p>Paint Shop *Staining or refinishing desktops, furniture Painting, sanding, taping in new construction/renovations Wall painting/vinyl replacement for color change reasons</p> <p>Vehicle Maintenance Gas, oil, and repairs for University vehicles owned or leased by the department</p> <p>Crew Special pickups upon request. Furniture or equipment moving from one office to another, one building to another, to storage, or off campus</p> <p>Manager Work Orders which involve more time-consuming repairs or minor alterations. This may include work that will require significant labor, procurement of materials, or the services of an outside contractor.</p> <p>Installation, repairs, maintenance and alterations of furnishing or special equipment used by various academic and business departments (e.g. lab equipment, computers, desks, chairs, bookcases, file cabinets, telephone upgrades etc.) are charged to the requesting department.</p> <p>Design and Construction New construction, renovations, office furnishings, or carpet</p> <p>*Items charged back after they meet the PFF criteria</p>

Signage

Department identification signs

Fire extinguishers**Access**

Keys, locks, card readers, ADA hardware

Repairs/replacement of locks, door hardware and closers

Customer service

Opening of offices, files, desks when keys are lost