

# Quick Reference Guide

## Facilities and Campus Services

From maintaining classrooms and offices to providing essential services, **Facilities and Campus Services** ensures our campus environment remains a functional and supportive space for everyone. The departments under our purview:

- Building Operations & Maintenance
- Design + Construction
- Environmental Health and Safety
- Grounds & Landscaping
- Real Estate & Planning
- Waste Management & Recycling Services

For more information: [seattleu.edu/facilities/](http://seattleu.edu/facilities/)



## Points of Contact

### Events Sales

Need to host your conference, fundraiser, celebratory event, or overnight program? For booking an external event, contact:

[seattleu.edu/event-sales/](http://seattleu.edu/event-sales/)

### Facilities Resource Center (FRC)

Issues pertaining to rooms, grounds, and buildings needing services rendered. Contact:

[seattleu.edu/facilities/](http://seattleu.edu/facilities/)

206-296-6996

## ! Emergencies

Call **Public Safety (DPS)** immediately at **206-296-5911**

Review table below for constituents of an emergency on campus:

Safety	Environment / Odors / Indoor Air Quality (IAQ)	Alarms
<ul style="list-style-type: none"> <li>• All safety and hazardous issues</li> <li>• Uncontrolled spills of hazardous materials</li> </ul>	Emergency IAQ concerns that pose an immediate threat to personal health or safety (e.g., gas leaks)	<ul style="list-style-type: none"> <li>• Smoke</li> <li>• Security (personal, campus)</li> </ul>

# How Do I Request Services?

## Campus Affiliate Requests

For urgent and/or routine request, a **Work Order** is created by Facilities Resource Center (FRC) to assign personal who will address the issue raised by a campus affiliate.

Call **206-296-6996** or make your request [online](#).

**Facilities and Campus Services** is responsible for the operations and maintenance of the physical infrastructure of the campus. Normally, **Facilities and Campus Services** does not charge for building infrastructure maintenance due to normal wear and tear or other essential services.

**Note:** The department or program the affiliate is associated with will be charged for cost of non-essential services performed after completion. Non-essential or extra work will fall under the **Projects** category.

## Immediate Maintenance and/or Repairs

- Broken glass
- Blown fuses
- Electrical outages
- Indoor Air Quality (IAQ)
- Gas leak
- Odors (strange or offensive)
- Room temperatures (heating and cooling)
- Water leaks

Call **206-296-6996**.

For general requests which are not charged to the affiliate's program or department, see **Essential Services** (next page).

## Projects

Evaluation of requests (over \$5,000) concerning complex projects will require the affiliate's contact information and approval the Department's Dean or Vice President. A contact from **Design + Construction** may need more information or speak with you directly if the request is deemed a project-level effort. Submission of a **Facilities Request Form** (FRF) pertaining to the desired scope of work will need to be created.

**Note:** Requests requiring effort beyond the essential services of **Facilities and Campus Services** will incur a cost to the campus affiliate's budget.

### Projects Characterization Criteria

- Add Space
- Change Space
- New Construction
- Program/Growth Planning
- Remodel/Renovation
- Signage
- Space Move (group)

## Americans with Disabilities Act (ADA) Compliance

Direct your inquiry to the appropriate group based on who you are.

ADA accommodations for **students**:

**Disability Services** | Seattle University

☎ **206-296-5740**

✉ [DS@seattleu.edu](mailto:DS@seattleu.edu)

ADA accommodations for **faculty and staff**:

☎ **206-296-5870**

✉ [hr@seattleu.edu](mailto:hr@seattleu.edu)



# Reporting & Requests

## ESSENTIAL SERVICES

### REPORT

- Abandoned or unknown hazardous materials
- Area or item(s) needing cleaning or sanitization, custodial work
- Broken window blinds
- Damaged electrical outlets (incl. broken covers)
- Damaged masonry (sidewalks, paving)
- Extra garbage or recycling to rid of
- Graffiti / errant tagging
- Grounds, landscaping, or tree issue
- Light bulb replacement
- Lock / Keys (doors, filing cabinets)
- Malfunctioning window
- Noisy / squeaky ventilation
- Painting
- Pest Control (insects, rodents)
- Problematic door
- Recycling pickup
- Repair / maintenance issue
- Spill and/or stain requiring custodial

### REQUESTS

#### General Everyday Services

- Affixing bookcase to wall
- Classroom clock
- Disposal /surplus storage
- Electrical outlet
- First Aid kit
- Installation
  - Keyboard tray
  - Mounting picture
  - Other MISC items
- Lectern (sits on the desk)
- Podium (stands on the floor)
- Painting
- Recycling
  - Confidential disposal (shredding)
  - Extra bin(s)
- Signage (office sign insert specifically)
- Storage (of SU equipment)
- Whiteboards
- Window Blind
- Waste Management
  - Chemical disposal
  - Bio-hazardous disposal
  - Universal waste

Ergonomic-related requests, contact  
**Human Resources (HR)**

Call **206-296-5870** or email [hr@seattleu.edu](mailto:hr@seattleu.edu)

#### Furniture

- New furniture
- Furniture repair

#### Moving

- Move items
- Office moves

#### Access

(manual keys, cipher lock, and area entry)

- Contact **Public Safety** (DPS) directly

[Public Safety Service Portal](#)

📞 **206-296-5990** (non-emergency line)

Unsure of your situation or have questions?  
Need to report a concern or have a request?

**Facilities Resource Center** (FRC)

Call **206-296-6996** or request by our [online](#) form.