Seattle University

Funded by Facilities:

Campus Operations
Manages and operates campus utilities and building systems:
Electrical
Mechanical
Heating,
Ventilation
Air conditioning
Fire alarms
Sprinkler systems

Building Maintenance:
Routine, Preventive, Repairs
Electrical service
Lights - interior and exterior

Plumbing fixtures replacement and repairs
Heating and air conditioning
Changing filters

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

Roof maintenance and repair
Masonry repairs
Sidewalk and road maintenance

Classroom furniture replacement and repairs

Graffiti removal
Sheetrock and wall repair
Painting offices and public spaces on a rotation basis with standard colors
Repairing office furniture

Scheduled preventive maintenance performed on all major mechanical and electrical building systems to maintain optimum performance levels and minimize failures.

Custodial Services
Routine housekeeping services in classrooms and offices
Classroom reset
Residence Halls custodial
Window cleaning
Pressure washing

Recycling, Composting and Waste Reduction
Recycling collection
Compost collection
Disposal of surplus
Special pick-ups of recyclable material and confidential materials

Landscaping and Grounds
Landscaping maintenance
New garden installation
Athletic field maintenance
Grounds maintenance
Irrigation

Elevator Maintenance and Repairs

Hazardous Waste Removal
Interior pest control

Moves & Transportation

Charged back to the department:

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

Purchasing
Disassemble and reassemble modular partitions

Lockshop
Recoring of offices,
Replacement of unbroken hardware with a different type of hardware
Emergency call-outs for lock-outs and rekeying

Mechanical Shop
*Repairs to departmental furniture and equipment (e.g.., fume hoods, freezers, ice machines, centrifuges, stills, purification/filtering systems).
*Refrigerators (portable and laboratory)

Electrical Shop
Fans (portable or pedestal)
Renovation and new construction of the following systems:

- 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

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

Paint Shop
*Staining or refinishing desktops, furniture
Painting, sanding, taping in new construction/renovations
Wall painting/vinyl replacement for color change reasons

Vehicle Maintenance
Gas, oil, and repairs for University vehicles owned or leased by the department

Crew
Special pickups upon request.
Furniture or equipment moving from one office to another, one building to another, to storage, or off campus

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.

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.

Design and Construction
New construction, renovations, office furnishings, or carpet

*Items charged back after they meet the PFF criteria

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	