



MEMORANDUM

DATE: January 5, 2010

TO: Deans, Directors and Department Heads

FROM: Dean Shoars
Director, Physical Plant

RE: CHANGES IN PHYSICAL PLANT WORK HOURS

During the past few months the campus community has been challenged with budget reductions and allocations of those budgets to best serve the needs of the University community. Facilities Services is no exception to this process. With the loss of more than 20% of our staff affecting all operating units, adjustments to work hours will need to be made so that our staff can accomplish their tasks in an efficient and effective manner. The following information will provide an update regarding the hours that Physical Plant units will be providing services beginning January 11, 2010.

- Physical Plant call center - 7:30 am to 4:00 pm.
- Key pick up - 7:30 am to 4:00 pm [24 hour advance notice required]
- Operations and Maintenance - 7:30 am to 4:00 pm
- Key Shop – 7:30 am to 4:00 pm
- Transportation Services – 6:00 am to 4:00 pm
- Motor Pool vehicle pick up – 6:00 am to 4:00 pm
- Mail Center – 7:30 am to 4:00 pm
- Building Services – 5:00 am to 11:30 pm [buildings secured at 10:30 pm]
- Warehouse/Campus Supply – 7:30 am – 4:00 pm
- Grounds – 6:00 am – 4:00 pm

In addition to adjusting hours, there have been changes in some of the Physical Plant's work processes. When requesting maintenance work in the future, please send a written request (mail code 0189) or phone the Call Center at 3-4400 and a work order will be generated and sent to the appropriate supervisor who will assign the work order to the appropriate crafts person. The changes in this process will help us be more efficient in addressing work requests based on service priorities.

Physical Plant management staff will continue to work University business hours and can be contacted until 5:00 pm. We will strive to provide the best possible services with the resources that remain available to us.