

Our Mission

The mission of Facilities Services is to operate, maintain and renew campus facilities to support the academic mission of the campus, using quality materials and workmanship to ensure a safe, healthy, reliable, attractive and efficient physical environment.



CONTACT INFORMATION

Facilities Services at the State University of New York at Oswego

Office of the AVP

Associate Vice President: Mitch Fields
315.312.2861

Maintenance & Operations

Director: Mary DePentu
315.312.3200

Major Projects

Director: Allen Bradberry
315.312.6600

Environmental Health & Safety

Director: Eric Foertch
315.312.3157

Campus Technology Services (CTS):

Call x3456 for the Help Desk

Campus Technology Services provides support for computers and devices, phone service, cable TV service, and classroom technology repairs which are processed through the Help Desk.

FACILITIES SERVICES

at the State University of New York at Oswego

Office of the AVP
Maintenance & Operations
Major Projects
Environmental Health & Safety

MAINTENANCE & OPERATIONS

315.312.3200

ROUTINE SERVICE REQUESTS

This method is to initiate repair and minor improvement services to components or building services listed below. Fill out a "Service Request" for [available from Facilities Offices], and submit it to the lead custodian in the building or mail it to the Maintenance Operations Center (MOC), Building #12.

Blinds & Drapes	Locks/Keys
Ceilings	Masonry
Custodial Services	Planting
Door Systems	Plumbing
Electrical	Refrigeration
Elevators	Roofs
Fire Safety	Trucking & Moving
Floor Finishes	Wall Finishes
Furniture Shop	Welding
Grounds	Windows
Heating/Cooling	

URGENT REQUEST CALL X3200

Any interruption or disruption of access, services, or utilities that will result in either: personal injury or property damage; the cancellation or relocation of a scheduled program or; a safety/security breach; or potential damage to campus physical assets. These requests should be phoned to the Maintenance Operations Center at x3200.

EMERGENCY REQUEST CALL X5555 (UNIVERSITY POLICE)

Any personal injury requiring emergency medical treatment or life-threatening situation such as flooding, electrical hazards, or fire. These requests should be phoned to University Police at x5555 immediately.

MAJOR PROJECTS

315.312.6600

Provide space planning, design, and construction coordination services for local and capital improvement projects. Projects are defined as major alterations to building systems or components; space rehabilitation; space conversion; or new construction. This process review project requests relating to Facilities Services and Campus Technology Service systems and components.

PROJECT INITIATION REQUEST (PIR) - STEP 1

- Requester should fill out Part A of the Project Initiation Request form available from Facilities or CTS offices or online at http://www.oswego.edu/administration/facilities_operations/fdc.html
- Requester must obtain approval for the project concept from their Department Dean or Vice President completes Part B of the Project Initiation Request form.
- The Project Initiation Request should be forwarded to Facilities Design & Construction (165 Wilber Hall) for evaluation and budget estimates.
- A copy of the Project Initiation Request Form will be returned to the requester with a reference number.

PROJECT SCOPE AND BUDGET ESTIMATE (PBE) - STEP 2

- Review of the project description, space use, budget, existing conditions, any special program or project requirements with the requester.
- A project scope overview and budget estimate is completed by Facilities/CTS and forwarded to the requester.
- The Requester and/or Dean or Vice President will review the Scope and Budget Estimate. If approved, funding sources need to be designated, as well as any fiscal and/or schedule considerations.
- Once approved, return to the Facilities lead, they will proceed with project privatization and implementation.

ENVIRONMENTAL HEALTH & SAFETY

315.312.3157

The Environmental Health & Safety department is responsible for all aspects of the campus worker safety and environmental management system including occupational health and safety, fire prevention and protection, hazardous materials management, and state and federal code and regulatory compliance programs.

Department personnel design, develop, update, and implement a wide-range of safety and health programs including, but not limited to:

OCCUPATIONAL HEALTH & SAFETY

- Job hazard analysis
- Accident prevention
- Injury investigation
- Material safety data sheets

FIRE PREVENTION & PROTECTION

- Fire Protection Equipment & Systems
- Fire Drills
- Emergency Response
- Training

HAZARDOUS MATERIALS MANAGEMENT

- Environmental Compliance
- Bio Safety
- Lab Safety
- Training

STATE AND FEDERAL CODE/REGULATORY COMPLIANCE

- Code/Regulatory Review & Enforcement
- Inspection & Testing
- Training