

Facilities Information Sheet

EMERGENCY 'Maintenance' Need:

During normal operating hours:

- Dial Ext. 3810, or
- notify any technician who may be nearby, or
- contact the Switchboard (0).


After normal operating hours:

- Contact Doug Smith, Facilities Director (910) 690-3770

Emergency situations include potential health, safety and/or environmental hazards (i.e., overflowing toilet, smell of vapors, major water leak, etc.)

Non-Emergency Work Request(s):

On Campus:

- Select your “ **Maintenance & IT Work Request**” desktop icon.
- Verify that the ‘Maint Request’ tab is selected
- Complete required steps 2, 3, and 4.
- Select “Submit”.
- Congratulations! Your request has been received.
- Your confirmation email is on its way.

Off Campus:

- SCC website
- ‘For Faculty & Staff’ link at the bottom of the page
- ‘Maintenance Work Request’ link (under the Physical Plant header)
- You will be prompted to enter your SCC email and password

Moves/Setups:

- Please submit your request **at least one (1) week in advance.**
- Coordinate the moving of computers, printers, and/or other IT items with the IT Department. Our technicians are not authorized to move such items.
- Prior approval from your Department Dean/Supervisor is required prior to the moving of furniture.
- Contents of desks, file cabinets, bookcases, etc. must be removed and placed in small boxes. Due to a potential physical hazard, our staff will not move these items if they are full.
- Please be prepared for your move. You will be contacted in order to schedule the date/time of your move. If you are not ready to move at the appointed time, we will reschedule.

Office/Room Key Request(s):

Please complete the appropriate Key Request form:

- SCC Website
- ‘For Faculty & Staff’ link at the bottom of the page
- Personnel Manual Forms
- Select the Key Request form for your department (Staff, Faculty, Continuing Ed.)
- Submit your completed form via scan and email to Doug Smith, or interoffice mail to Doug Smith.

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Office/Room Key(s):

Please do not exchange office keys without informing the Physical Plant Department. Personnel are responsible for keys according to the most recent Key Request Form on file.

Area Access:

Please contact the Campus Safety and Security Department (910-695-3831) for access to rooms, which are locked.

FedEx Overnight Shipments:

Fed Ex Overnight packages must be received in our department no later than 1:30 p.m. for same day pickup. If a request is called in after 1:30 p.m., Fed Ex will **not** make a pickup until the following day.

VERY IMPORTANT: Please contact our department at Ext. 3810 if you would like one of our technicians to pick up your package in a timely manner. **Do Not** leave a voice message.

Provide the following information with your FedEx shipment(s):

- Name of recipient
- Street address of recipient (no P.O. Box #'s)
- City, State, Zip Code
- Phone Number of recipient

Shipments Received:

Your order placed via the Purchasing Department will be delivered to the McKean Campus Services shipping/receiving area. You will be notified via email when your order arrives. Please respond with instructions as to when/where you will be available to receive and sign for your delivery.

Use of college vehicles (SCC Fleet):

Please refer to the Use of College Vehicles Policy found in the Personnel Handbook. Vehicle reservations may be requested up to three (3) months in advance. You must submit your request via the:

-  **Maintenance Work & IT Work Request** desktop icon

Please include the following:

- Date and time for pickup
- Date and time for return
- Type of vehicle needed
 - Car, Minivan, 15-Passenger van

Contracted Service Representatives

All contracted service representatives are required to report to the McKean Campus Services building to:

- Sign in as a Contractor
- Receive a Contractor ID badge
- Sign out at the end of the service call

If a representative of an off-campus services vendor is your area without a Contractor ID badge, please direct him/her to McKean Campus Services. This policy is in place for the safety of all individuals on our campus.

Facilities Information Sheet

Who do you call?

Office Coordinator	Ellen Spencer	Extension 3810
Construction Coordinator	Ken Dowdy	Extension 2869
Structural Supervisor	Steven Garner	Extension 3837
Safety Coordinator	Vernon Morrison	Extension 2874
HVAC Supervisor	David Clevenger	Extension 3946
Grounds Supervisor	Dennis Holder	Extension 2074
Evening Hours	Curtis McLeod	Extension 0
Facilities Adm. Asst.	Charla Matthews	Extension 3889
Director of Facilities	Doug Smith	Extension 3811