

## Facilities Information Sheet

### **EMERGENCY 'Maintenance' Need:**

#### During normal operating hours:

- Dial Ext. 3810 (910-695-3810), 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
- Facilities On-call Technician (910) 639-9679

*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.)

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### Office/Room Key Request(s)- Continued:

- Submit your completed form via
  - scan and email to Doug Smith [carbon copy (cc) Ellen Spencer]
  - or interoffice mail to Doug Smith.

### 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 (office: 910-695-3831; cell phone: 910-690-2762) for access to rooms, which are locked.

### FedEx Overnight Shipments:

Fed Ex Overnight packages must be received in our department no later than 1:00 p.m. for same day pickup. If a request is called in after 1:00 p.m., Fed Ex will **not** make a pickup until the following day.

VERY IMPORTANT: Please submit a work request via SchoolDude if you would like one of our technicians to pick up your package in a timely manner.

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 the recipient

### 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 and are processed on a first come first served basis when submissions contain complete data. 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
  - SCC fleet is comprised of four sedans, two minivans, and two 15-passenger vans

### 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

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### Contracted Service Representatives- Continued:

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.

### Who do you call?

<u>Position</u>	<u>Name</u>	<u>Extension</u>	<u>Phone #</u>
Office Coordinator	Ellen Spencer	3810	910-695-3810
Construction Coordinator	Ken Dowdy	2869	910-246-2869
Structural Supervisor	Steven Garner	3837	910-695-3837
Safety Coordinator	Vernon Morrison	2874	910-246-2874
HVAC Supervisor	David Clevenger	2671	910-693-2671
Grounds Supervisor	Dennis Holder	2074	910-693-2074
Chief Housekeeping Supervisor	Phillip Williams	3813	910-695-3813
Evening Hours Supervisor	David Horton		910-690-5732
Evening Hours Supervisor	Kenneth Collins		910-639-4349
Facilities Adm. Asst.	Charla Matthews	3889	910-695-3889
Director of Facilities	Doug Smith	3811	910-695-3811

### After normal operating hours:

Facilities Director	Doug Smith	3770	910-690-3770
Facilities On-call Technician			910-639-9679