

Facts and Figures

- CSU, Chico has 1,780,116 square feet of building space.
- The CSU, Chico main campus area is 119 acres and the University Farm contains 800 acres of land.
- The tallest building on campus is Butte Hall at 105 feet 7 inches. It is also the tallest building in the county.
- CSU, Chico is an arboretum with 2,000 trees, including 280 species from all over the world. It is valued at \$1.75 million.
- All storm drains on campus lead to Big Chico Creek. Rain water is the only material that can enter the system.

Check out our Web site at

www.csuchico.edu/fms

- Request services.
- Review the full service guide.
- Request a project.
- Get the latest information on current projects and new construction on campus.
- View facility floor plans and maps of parking lot locations.
- View information about Key and Card Access.

Contact Facilities Management and Services at (Area Code 530)

Phone: 898-6222

Fax: 898-4328

Director:

Glenda Morse

Director's Assistant:

Yvonne Diehm

Managers:

Engineering and Mechanical Trades

William Peterson

Building Trades

Mike Bates

Construction Manager

Henry Maas

Customer and Administrative Services

Yvonne Diehm

Custodial and Support Services

Durbin Sayers

Grounds Services and Central Supply

Gary Veracruz

Other Department Numbers

Environmental Health and Safety	898-5126
Facilities Planning	898-6235
Facilities Reservations	898-6118
Property Management	898-5176
University Police	898-5555
Warehouse Operations	898-4320

Bookmark our web site:
www.csuchico.edu/fms

California State University, Chico



FACILITIES MANAGEMENT AND SERVICES



**Preserving the Past
Constructing the Future**

Our Mission

The primary mission of the Facilities Management and Services Department is to serve the university's mission and various constituents in a proactive manner. Facilities Management and Services maintains, operates, and protects university facilities and environs to provide an atmosphere that is conducive to learning, safe and healthy for the university community, and attractive for visitors, while preserving the university's physical heritage for future generations. We also support appropriate university and student-sponsored events.

What We Provide

FMS is funded for the following maintenance services:

• Mechanical and Building Maintenance

Repair of campus buildings is an integral part of Facilities Management's mission. The campus is large and we rely on faculty and staff to help by informing us when maintenance repairs are needed. Services provided by the mechanical and building maintenance staff include carpentry, electrical, elevator repair, masonry, painting, plumbing, roofing, sheet metal, state vehicle/equipment maintenance, and welding.

• Custodial Services

The Custodial Services Department cares for the interior of all university buildings, excluding security areas. Restrooms, and public areas (corridors, lobbies, and entrances) are cleaned daily. Classrooms, labs, and offices are cleaned weekly. Faculty offices are dusted and completely cleaned as use warrants. Floor waxing and window washing, both interior and exterior, is provided annually. Custodial hours are Sunday-Thursday, 10:30 p.m. to 7:00 a.m., with some staff providing day and weekend coverage.

• Grounds and Landscape Services

The Grounds and Landscape Services Department maintains the beautiful exterior environment that is

a trademark of this university. These services include pruning, mowing, tree trimming, annual planting, sprinkler maintenance, exterior garbage removal, and sweeping of paved areas.

• Heating and Cooling of Buildings

The Boiler Chiller Engineering division of Facilities Management is a specialized group of individuals who monitor and maintain the heating and cooling systems for the campus. Their function, to maintain a comfortable interior environment in a clean and energy efficient manner, ranges from using complex computer controls and programming new algorithms, to cleaning mechanical rooms and changing filters.

• Moving Services and Equipment Delivery

Facilities Management is happy to assist you with your moving needs. Just provide our department with a service request five to ten working days in advance of your move. We can provide packing boxes free of charge to make transporting your valuables easier. Please visit our Web site for helpful tips for moving.

• Key and Card Access

The Key Shop maintains interior and exterior door locks and openers, cabinet locks, and desk locks. They issue keys, activate card access, and sign separation clearance forms. Please give them a call at x6222 if you have questions. Key Shop hours are 9:30-10:00 a.m. and 2:30-3:00 p.m. daily throughout the Academic year, or by appointment. Please call for Summer hours and to verify there will be someone in the office to assist you. Also, you can mail key cards to zip 925 and have keys returned in 2-3 days.

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Projects (Non-Maintenance Services)

To request an improvement project, such as a remodel, new equipment installation, additional utility needs, bulletin or whiteboards, or repainting due to color preference please complete a Project Request Form located on our Web site. The design staff will provide you with an estimate and coordinate the project to meet your needs, while abiding with laws and regulations. Details regarding the project process are located on the Web.

To Request Service

The university community may obtain services from Facilities Management by telephoning x6222, or by using the online service request form described below. Our hours of operation are 7:30a.m. to 4:30p.m. Monday through Friday. Services are classified into the following major categories:

Emergency Requests: Please call us for emergencies. These include safety-related situations, such as broken glass, trip, slip or step hazards, and extreme building temperatures.

Service Requests: These are maintenance services provided at no charge to the requesting department. See the "What We Provide" section for specifics.

Project Requests: These are non-maintenance services that change or improve a space. Projects are funded by the requesting department. **Building Permits** are issued for all projects that require code compliance. For more information visit: http://www.csuchico.edu/fms/Projects/building_permit.html

Online Service Request Form

Service requests submitted through the Web should be for simple failures of broken or malfunctioning equipment, such as defective light tubes, departmental moves, and special cleaning requests.

Planning an Event

To schedule an event, call Facilities Reservations at x6118.

Facilities Management and Services can best provide the equipment and proper service for your upcoming event when a Facilities and Equipment Reservations Form is submitted to Facilities Reservations 10 days or more prior to your event.

Many times during the year a large number of events occur simultaneously. At these times, equipment may have been previously reserved by other requestors. When this happens, we can direct you to rental agencies.

Our goal is to provide the equipment and service for your activity and help make the event a success.