

# ***FACILITY SERVICES***

## ***GENERAL DESCRIPTION OF SERVICES AND SCHEDULING***



- Campus Support/Events
- Corrective Repairs
- Grounds & Landscape
- Cleaning Needs

# How to Make Requests



Phone: x1530



Written Work Request: to Facility Services  
(aka - Maintenance Department)



E-mail: [facility.services@cui.edu](mailto:facility.services@cui.edu)



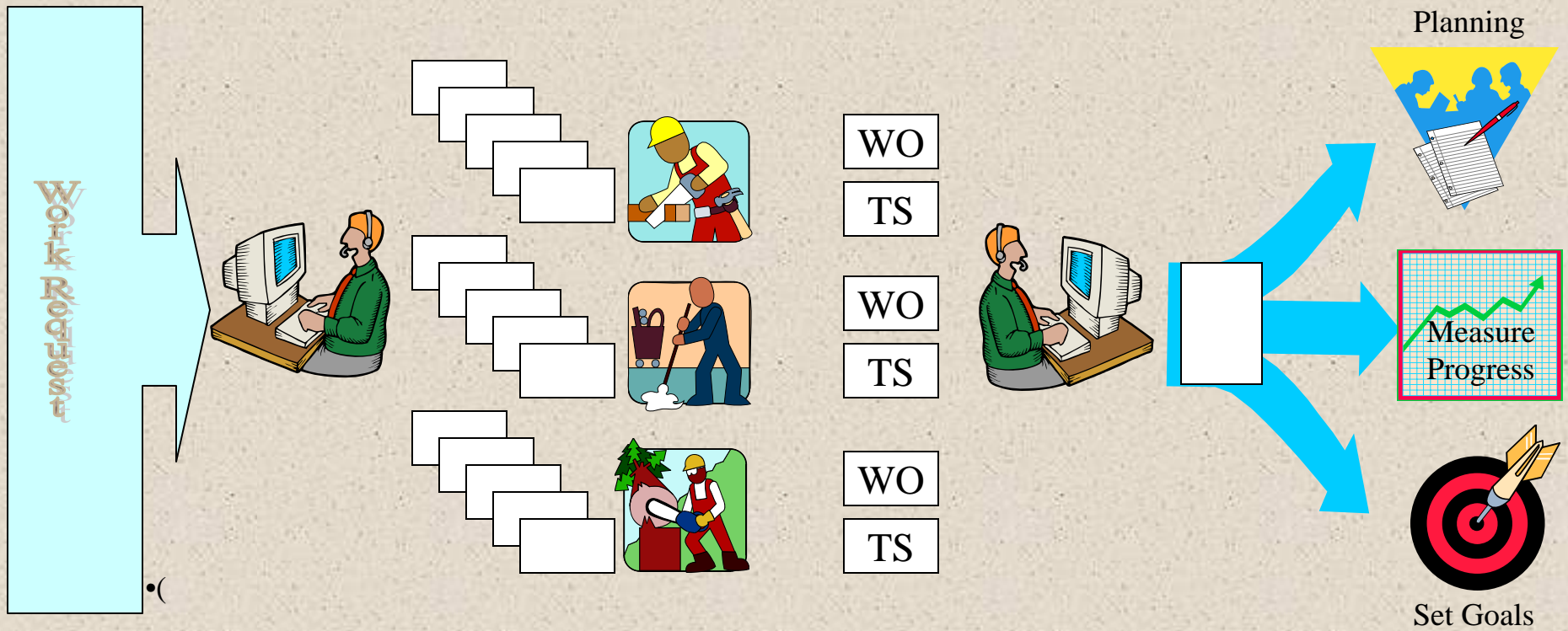
Facility Services Website:

<http://www.campusdash.com/en-US/Facilities/ConcordiaIrvine/>



Please do not rely on verbal requests made to staff members working around the campus. They are hard to track, and can be unintentionally forgotten.

# Work Request Flow



- Phone (x1530)
- Campus Mail
- In-Person

Data Entry

Work Orders Created

Work Assigned

Work Activity Recorded using Work Orders and Daily Time Sheets

Data Entry

Reports

Report Uses

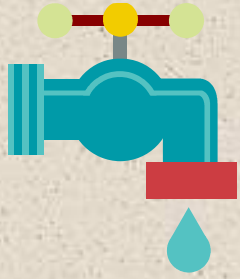
- Via Website  
[www.campusdash.com/en-US/Facilities/ConcordiaIrvine](http://www.campusdash.com/en-US/Facilities/ConcordiaIrvine)

- E-mail:  
[facility.services@cui.edu](mailto:facility.services@cui.edu)



# Examples of Work Maintenance Team (Campus)

- Heating, Ventilation, and Air Conditioning repairs
- Plumbing repairs
- Electrical repairs
- Drywall repair & painting
- Work hours generally
  - 6:30 AM – 4:30 PM, M-F &
  - 7:00 AM – 3:30 PM, Sat



# Examples of Work Maintenance Team (Housing)

- Door & Window Repairs
- Sink, Shower, & Toilet Clogs
- Electrical repairs
- Drywall repair & painting
- Work hours generally
  - 8:00 AM – 4:30 PM, M-F
  - 7:00 AM – 3:30 PM, Sat & Sun



# Examples of Work

## Grounds & Landscape Team (GRD)

- Mowing, edging, sidewalk cleaning, weeding
- Tree trimming and shrub pruning
- Athletic field maintenance
- Irrigation Repairs
- Storm drain, V-ditch, and surface runoff repairs
- Street & curb painting
- Trash Hauling
- Parking lot maintenance
- Work hours generally from  
6:30 AM – 3:00 PM, M-F



# Examples of Work Custodial Team (HSK)

- Classroom & Office Cleaning
- Bathroom Cleaning
- Carpet Cleaning & Hard Floor
- Window Washing (excluding 2+ floor exterior)
- Work Shifts Vary:
  - (2) 4:30 PM – 1:00 AM, Sun – Thurs
  - (3) 4:00 AM – 12:30PM, M-F
  - (3) 6:30 AM – 3:00 PM, M-F



# Examples of Work Event & Campus Support (ECS)

- Setup and take down of events
  - Stage, tables, chairs, canopies, etc.
- Office and residential furniture moves
- Delivery of large boxes
- Work Shifts Vary:
  - 8:00 AM – 4:30 PM, M-F
  - 7:00 AM – 3:30 PM Sat



# Work Completion Targets

- Health & Safety Residential area within 24 hours
- Health & Safety General Campus within 24 hours
- Interruption of Campus operations within 24 hours
- General Repairs within 5 days
- Campus Support within 5 days



## Priorities of Work

### Repairs

- Health & Safety Residential area
- Health & Safety General Campus
- Interruption of Campus operations
- General Repairs
- Campus Support

### Events

- Time and Date driven
- 2 Week Advance Notice
- Scheduled by University Services