

ENVIRONMENTAL HEALTH & SAFETY OFFICE

The Environmental Health & Safety office ensures a healthful and safe campus environment for Evergreen students, faculty, staff and visitors.

Environmental Health and Safety is responsible for:

- ◆ Accident reporting
- ◆ Air operating permit
- ◆ Asbestos and lead assessment
- ◆ Construction project assistance
- ◆ Ergonomic evaluations
- ◆ Fire safety
- ◆ Food safety
- ◆ Hazard communication
- ◆ Hazardous waste
- ◆ Hearing conservation
- ◆ Indoor air quality
- ◆ Material safety data sheet (MSDS) review
- ◆ Noise complaints
- ◆ Pollution prevention program
- ◆ Random and post-accident drug testing
- ◆ Respirator program
- ◆ Stormwater program
- ◆ Universal waste
- ◆ Worker compensation claims
- ◆ Worker safety

Phone: (360) 867-6111
Fax: (360) 867-6791
Lab II 1265

www.evergreen.edu/facilities/environmentalhealth.htm

EVERGREEN
THE EVERGREEN STATE COLLEGE
Facilities Services

Printed on Recycled Paper.

Facilities Services



Administrative Offices

Lab II 1254
2700 Evergreen Parkway
Olympia, W 98505

Phone: (360) 867-6700
Fax: (360) 867-6791
Email: facilities@evergreen.edu

Inside you'll find information about services offered to faculty, staff and students by the Office of Facilities Services.

OVERVIEW

Facilities Services manages the preservation of campus buildings, land and infrastructure. Student Housing facilities is managed by the Director of Residential and Dining Services. The telephone, data and computer systems are maintained by Computing and Communications. Evergreen's capital construction program may include new construction, renovation of existing buildings, and modernizing building systems or infrastructure projects.

We are responsible for the maintenance and refurbishment of the campus mechanical, electrical and plumbing systems, infrastructure, interior and exterior of buildings and structures. Other areas of responsibility include custodial and grounds maintenance, the campus recycling program, campus sign program, vehicle fleet management, management of energy and utility usage, facilities planning and management, keys and electronic access control management and the Environmental Health and Safety Office.

For information about the unit and Facilities Services projects, visit our web site at:

www.evergreen.edu/facilities

Work Units

Building Services
Custodial services and event set up.

College Engineer
Resource conservation management and coordination, utility and energy management, engineering design and analysis, project management and support, and elevator maintenance.

Construction Services (SHOPS)
Fabrication, construction, campus signage, remodeling and renovation projects.

Environmental Health & Safety
Environmental health and safety issues on campus.

Grounds & Motor Pool
Landscaping, motor pool, refuse and recycling pickup.

Operations & Maintenance Services
Electrical, HVAC, locksmith shop, plumbing and building maintenance and repair.

Planning & Construction
Management of new construction and major renovations to small remodel projects that improve, repair, or enhance existing buildings and infrastructure. Information services and technology support for Facilities Services, engineering document management, and computer aided drafting.

Scheduling & Space Management
Scheduling of classroom and meeting space, assigning office areas, and moving office furniture, issuing keys and electronic access control, and managing Seminar I & II.

Support Services
Accounting, personnel records and work order and contract management for Facilities Services.

SERVICES AVAILABLE

WORK REQUESTS

Work requests can be made by students, faculty and staff. Requests can range from temperature control in offices, cleaning, plumbing repairs, moving furniture, installing furniture and shelving, authorized construction remodeling, painting, electrical problems, replacing restroom supplies, etc. If you have questions contact the work order center.

General maintenance of the buildings or grounds are provided at the expense of Facilities Services. Special requests are charged to the requestor's budget. Estimates or bids may be provided at no charge, simply send a request to the work order center.

When your request is processed you will be given a work order number. You can use that number to inquire about the status of that request in the future.

Facilities Services is responsible for all repairs, maintenance, and remodeling work on campus. **You may not contract directly with outside vendors or engage in these services yourself.** This is to maintain campus standards, ensure safety, consistency in quality and appearance, code compliance, and to comply with union agreements.

The following information is needed with your request:

- ◆ Your contact information (name, phone number & email address),
- ◆ Brief explanation of the request and location where work needs to occur,
- ◆ The urgency of the request: **Emergency** (within 15 minutes), **Urgent** (within 4 hours), **Routine** (as needed), or **Scheduled** (as agreed upon),
- ◆ If applicable, the budget number to charge.

For after hour emergencies: Contact Police Services at (360) 867-6140.

TO REQUEST WORK GO TO THIS ADDRESS:

www.evergreen.edu/facilities/workrequests.htm

Email: facilities@evergreen.edu
Phone: (360) 867-6120
Location: Lab II 1254
Hours of Operation: M-F 8am-5pm

SPACE SCHEDULING

Staff and faculty may make reservations for academic classes, administrative meetings and events. Students wanting to schedule space should contact Student Activities, and college patrons need to call Conference Services to schedule rooms. Activities requiring support from various campus units must complete a Campus Production Report (available on-line and in the Space Scheduling Office).

Reservation requests for some specialized areas on campus like the computer, music technology, and photo labs, etc., are made through a designated contact. To see the complete list of areas that are not scheduled through Space Scheduling, check the Scheduling Contacts link at www.evergreen.edu/schedules.

Reservations may be made by email, phone or walk-in. Please provide the following information with your request:

- ◆ Your contact information,
- ◆ Short description of event, event date(s), start and end times (including time to set-up & breakdown),
- ◆ Number of people to accommodate,
- ◆ Special equipment needed (i.e., audio video, chalkboard, projector screen, etc.).

Trading scheduled spaces requires prior approval from the Space Scheduling Office.

Email: spacescheduling@evergreen.edu
Phone: (360) 867-6314
Location: Lab II 1254
Hours of Operation: M-F 8am-5pm

www.evergreen.edu/facilities/spacescheduling.htm

KEY ISSUES & ACCESS CONTROL

Campus building and room keys and electronic access cards, **excluding student housing keys**, are issued through the Key Control office.

To obtain keys or electronic access the appropriate key authorization forms will need to be completed by the authorizer for the area (usually the supervisor or building manager). The forms are available in the Key Control office. Proof of identification will also be required before keys are issued. New keys or access cards are not issued until all fines are paid.

Email: Keys@evergreen.edu
Phone: (360) 867-5397
Location: Lab II 1254
Hours of Operation: M-F 8am-4pm
www.evergreen.edu/facilities/keycontrol.htm

SIGN SHOP

All regular signs on campus are fabricated in Evergreen's Sign Shop. Routine changes, maintenance and repairs of existing permanent signs are paid for by Facilities Services. New and custom signs may have to be paid for by the requestor, depending on the expense of creating the sign. Sign samples can be generated upon request.

To request a sign or cost estimate for a sign, send a request to Work Requests with the following information:

- ◆ Requestor's contact information,
- ◆ Sign type (material and style),
- ◆ Exact wording on sign,
- ◆ If applicable, the budget number to bill to.

www.evergreen.edu/facilities/signshop.htm

MOTOR POOL

The Motor Pool office maintains a fleet of vehicles for use by the campus community for official college business and functions. Find out vehicle availability and prices, make reservations, and obtain or renew your vehicle use permit at the Motor Pool Office.

Phone: (360) 867-6354
Location: 3540 Driftwood Road (The Shops)
Hours of Operation: M, T, Th, F 8am-12pm & 1pm-4:30pm
W 8am-12pm

www.evergreen.edu/facilities/motorpool

GROUNDSS

The unit is responsible for performing maintenance, repair, and preventive care to the campus landscape and exterior facilities. This includes mowing, fertilizing, weeding, planting, pruning, maintaining lawns, trees, plants and shrubs, construction and repair of landscape additions, installation and maintenance of irrigation and drainage systems, collection and transportation of campus recycling and refuse, maintenance of roads, walks and parking lots. The grounds unit is responsible for snow and ice removal and responds to all critical and weather related campus emergencies.

Location: 3540 Driftwood Road (The Shops)

www.evergreen.edu/facilities/Recycle/recyclehome.htm

BUILDING SERVICES

This unit handles campus custodial duties, special event set up and some furniture moving. Responsibilities include:

- ◆ Bio-hazard waste clean-up,
- ◆ Cleaning and care of interior areas of campus buildings,
- ◆ Cleaning of building interior and exterior windows,
- ◆ Conference and meeting space set up,
- ◆ Maintaining cleanliness of sidewalks and interior and outdoor stairs,
- ◆ Maintain the Green Cleaning program (use of environmentally sound and sustainable cleaning products),
- ◆ Routine and scheduled cleaning of floors, carpets, walls, furniture,
- ◆ Share responsibility with Police Services of locking and unlocking doors to buildings for general use. Individuals that require assistance with unlocking a building or office must contact Police Services,
- ◆ Special event set up.

www.evergreen.edu/facilities/buildingservices.htm

PLANNING & CONSTRUCTION

This unit is responsible to plan, develop, design, schedule, and manage facilities projects on campus. This unit manages both capital and minor works projects, which are funded by the State Legislature, as well as renovation/remodeling, funded by the College.

Location: Lab II 1254

www.evergreen.edu/facilities/ProjectsAndReports

