

DEPARTMENT

Departmental staff and faculty will make facility requests to the appropriate group, depending on the nature of the work, using the links in each section.

Director of Administrations and Operations

Link for requests: mkenne05@syr.edu

- Enhancements, improvements, or alterations, to existing building infrastructure in departmental captive spaces, regardless of complexity, which require CPDC space study
- Add/remove utilities, add/remove doors, carpet change, new construction, new electrical (includes adding a light, changing light fixtures, adding outlets, etc.), paint color change, reconfiguration of space/furniture, room function change
- Fabrication of cabinets, casework, or departmental signage and other miscellaneous items

Link for [Billed Services Request](#)

- Event support (room set up, etc.)
- Lock core change or keys
- Cabinet and shelving installation
- Office moves
- Painting and carpeting in non-common areas that is ahead of the planned cycle
- Disposal of large (non-lab) items

SU FACILITIES SERVICES

Link for requests: [General Maintenance & Repair](#)

- Basic custodial services, including trash pick-up, snow removal, and vacuuming
- Maintenance of building life-safety and security alarm and fire suppression systems, and generic building systems, such as
 - domestic water service and distribution, plumbing for water fountains and restroom fixtures
 - electrical service and distribution, e.g., light fixtures, light bulbs, outlets, switches and circuit breakers, life and safety backup generators
 - HVAC (heating/ventilation/air conditioning) systems in support of general ventilation and comfort heating/cooling
 - Natural gas and sewer systems.
- Fume hood maintenance and inspections
- General building maintenance
 - Maintenance and repair of door locks and door hardware
 - Building exterior including roofs, windows and doors
 - Maintenance and repair of floors, walls, and ceilings space due to condition/age only
 - Routine exterior painting of buildings and interior painting of public and common areas
- Pest control

CAS SCIENCE FACILITIES TEAM

The science facilities team **supports laboratory space** by carrying out work directly and by coordinating services provided by other units, such as CPDC, EHSS, Facilities Services, and external vendors.

Link for requests: [A&S Facilities Request](#)

- Renovation of laboratory space
- Laboratory relocation and decommissioning
- Purchase of and repurposing of laboratory furnishings
- Repurpose/recycle excess lab equipment
- Supervision of shared research and teaching laboratory infrastructure, including greenhouse systems, building-wide RO/DI systems, shared sterilizers/autoclaves, process cooling systems, and research specific cooling/heating/HVAC/HEPA systems
- Coordinating installation and basic service of laboratory equipment, especially laboratory equipment that connects to building systems, e.g., refrigerators, freezers, growth and environmental chambers, and equipment requiring an uninterrupted power system (UPS) or connection to gas systems
- Support “stand-alone” bio safety hoods and glove boxes
- 24/7 emergency on-call for research facilities
- Preventative maintenance and annual inspections of building research systems and equipment
- Maintain equipment inventories