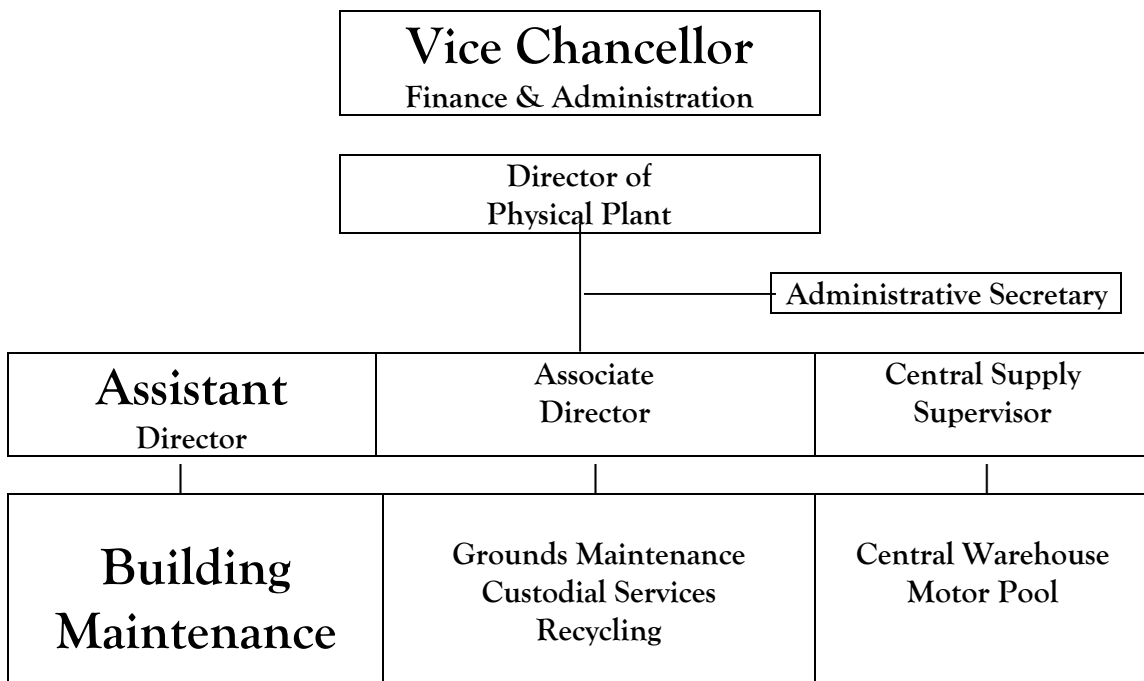




The University of Arkansas at Monticello

Physical Plant Department Service Guide



Telephone number for Physical Plant 460-1018

Introduction The University of Arkansas at Monticello Physical Plant Department is responsible for the day-to-day care of all Educational and General facilities, Auxiliary facilities and Research facilities. In addition, the Physical Plant maintains approximately 200 acres of grounds, provides a fleet of 42 vehicles for short and long-term lease, and supervises the Central Supply Warehouse located on the campus.

Each building has a Building Administrator responsible for requesting physical plant service for the facility. All work requests (other than emergencies or work requested by the Physical Plant) must be initiated through the Building Administrator's office.

Physical Plant Mission Statement The University of Arkansas at Monticello Physical Plant Department is a professional organization responsible for service to the university through the efficient operation and maintenance of the campus facilities. Its objective is to provide for a safe and comfortable environment for learning, working, and teaching. The Physical Plant is committed to the highest level of service possible while complying with all safety and accessibility guidelines through education, training and competent performance of duties.

Services Provided Each building has an appointed Building Administrator responsible for requesting physical plant service for that facility. All work requests (other than emergencies or those issued by the Physical Plant) must be initiated through the Building Administrator's office.

UAM Physical Plant services are as follows (not all-inclusive):

- Maintenance of structures and attached systems
- Maintenance of streets, sidewalks and grounds
- Basic Housekeeping services
- Minor moving tasks, and relocation of equipment
- Paper recycling
- Trash and litter removal
- Pest control
- Set-ups for Commencement exercises, Homecoming exercises
- Motor Pool operations
- Central Supply (Warehouse)

As time, manpower and resources allow, the Physical Plant provides limited services directed toward demolition and construction projects on a small scale. These projects are not included in the annual budget of the Physical Plant and are charged back to departmental budgets. All modifications to UAM buildings and grounds must be performed or coordinated by the Physical Plant.

Examples of limited services are as follows:

- Alterations, renovations or remodeling of facilities
- Purchase or installation of special equipment such as window treatments, special lighting, bulletin boards, pictures, plaques, shelving, casework, etc.
- Painting other than on regular schedule

Charges are made for time (in some cases) and material used. A work order requesting these or any services must include an appropriate departmental account number, Chancellor, or V/C approval and a complete

Building Maintenance UAM Maintenance Department consists of an Electrical, Carpentry, Paint, and Plumbing shop. These shops work under the general title of “Crafts”.

Supervisors handle daily service calls and assign priorities for service. Emergency call-out service (after hours, weekends and holidays) should be reported to UAM Public Safety. Emergencies are considered to be health or life threatening situations. A member of the maintenance staff is on-call 24 hours per day.

Work orders initiated by the Building Administrator should be completely filled out. Those having insufficient information will be returned to the source of the request.

Crafts should not be combined on work orders (i.e., plumbing needs should not be listed on a work order requesting painting). Work orders are assigned to a craftsman who will complete the work that is within his craft area. Work orders listing the crafts separately will be assigned to more than one craftsman at a time facilitating quicker completion.

Renovations, Remodeling and Modifications All modifications to UAM physical facilities must be performed or coordinated by the Physical Plant. Requests must be made through work orders. The work order should have a valid account number and account name with the proper signatures authorizing the work.

Moving Services/Transfers of Equipment The UAM Maintenance Department provides BASIC moving services to the campus. *Request for Transfer of Equipment* forms must be processed before any move will be made. Transfers are required for any move from room-to-room, room to another building, building-to-building, and department-to-department.

Pest Control UAM Maintenance Department provides pest and rodent control to most buildings on the campus. Reporting a pest or rodent problem can be initiated by calling the Building Administrator’s office and in turn directed to the Physical Plant office.

Grounds Maintenance UAM Grounds Maintenance Department is responsible for the maintenance of approximately 200 acres. Some services provided are:

- Mowing & trimming of lawns
- Shrubbery and plant bed maintenance
- Leaf removal
- Ice and snow removal
- Irrigation systems
- Greenhouse & planting beds
- Fire Ant control
- Street cleaning
- Street drains
- Trash collection

Planting of trees, or shrubbery by anyone other than Grounds Maintenance employees must be coordinated through the Physical plant.

Trash Collection UAM Grounds Department is responsible for the removal of trash from the entire campus. The trash is collected each day in all E & G buildings by custodians and placed in a designated area for removal. Residents of apartments and houses are required to place trash in designated areas for pick-up by 9:00 a.m.

Custodial Services

UAM Custodial Services Department provides BASIC custodial service.

Emphasis is placed on safe, sanitary conditions to all buildings on the UAM campus (approximately 850,000 sq. ft.). Routine cleaning is performed during a day shift with staggered start times. Cleaning begins in certain areas at 4:00 a.m. Other areas start at 5:00 and 6:00 a.m. Cleaning is prioritized in the following order: restrooms and showers, classrooms, high traffic and offices. "Special" cleaning is scheduled during summer months when student population is at its lowest. Building Administrators will be notified in advance of "special" cleaning projects. Basic custodial services will be affected during these projects.

Recycling UAM Recycling Program was established in 1992. Mandated by Act 749 of 1991, all state and local agencies are required to implement recycling programs designed to capture the recyclables generated as a result of agency operations.

Mission To develop a waste management program promoting source reduction, reuse, recycling, with emphasis on the procurement of products containing post consumer recycled materials, in an effort to make land-filling the last option for the University's waste.

Faculty and staff are asked to separate white office paper, envelopes and computer paper from the regular waste stream. Large recycling containers are located in each building. Smaller office containers can be requested and placed next to the regular wastebasket.

Central Supply (Warehouse)

UAM Central Supply is located at 135 Forestry Park Drive. The Warehouse stocks over 2,500 different items. These items are available to departments for purchase. The Warehouse is also the central location for shipping and receiving.

The following categories are maintained:

Air Filters	Light Bulbs
Automotive Items	Miscellaneous
Building Material	Nails
Electrical Supplies	Office Supplies (State Contract items only)
Glass	Paint Supplies
Hardware	Plumbing Supplies
Janitorial	

The Warehouse stocks minimal quantities. Some items may be temporarily out of stock.

Motor Pool

UAM Motor Pool Department maintains forty-two (42) vehicles for short and long-term lease. Nineteen (19) vehicles (sedans, mini-vans, 15-passenger vans, a jeep and buses) are available for department rental. Rental vehicles can be secured by submitting a completed Motor Pool Trip Ticket. Read all instructions, and supply the requested information. Forms with insufficient information will be returned to the requesting department. Requests for vehicles are scheduled by availability and on a "first come, first serve" basis. Requests should be made as early as possible. Upon receipt of the form in the Motor Pool office, the vehicle will be scheduled if available. The designated driver will need to obtain vehicle keys and gasoline credit cards if necessary. Proof of current drivers license is required each time a vehicle is issued. Please note on the request if the vehicle will need to be picked up prior to 8:00 a.m. or after 4:30 p.m. The vehicle will be

Return the vehicle to the parking lot of the Motor Pool at the completion of the trip. Lock the vehicle and leave the keys, credit cards and credit card receipts in the car.

Motor Pool Vehicles

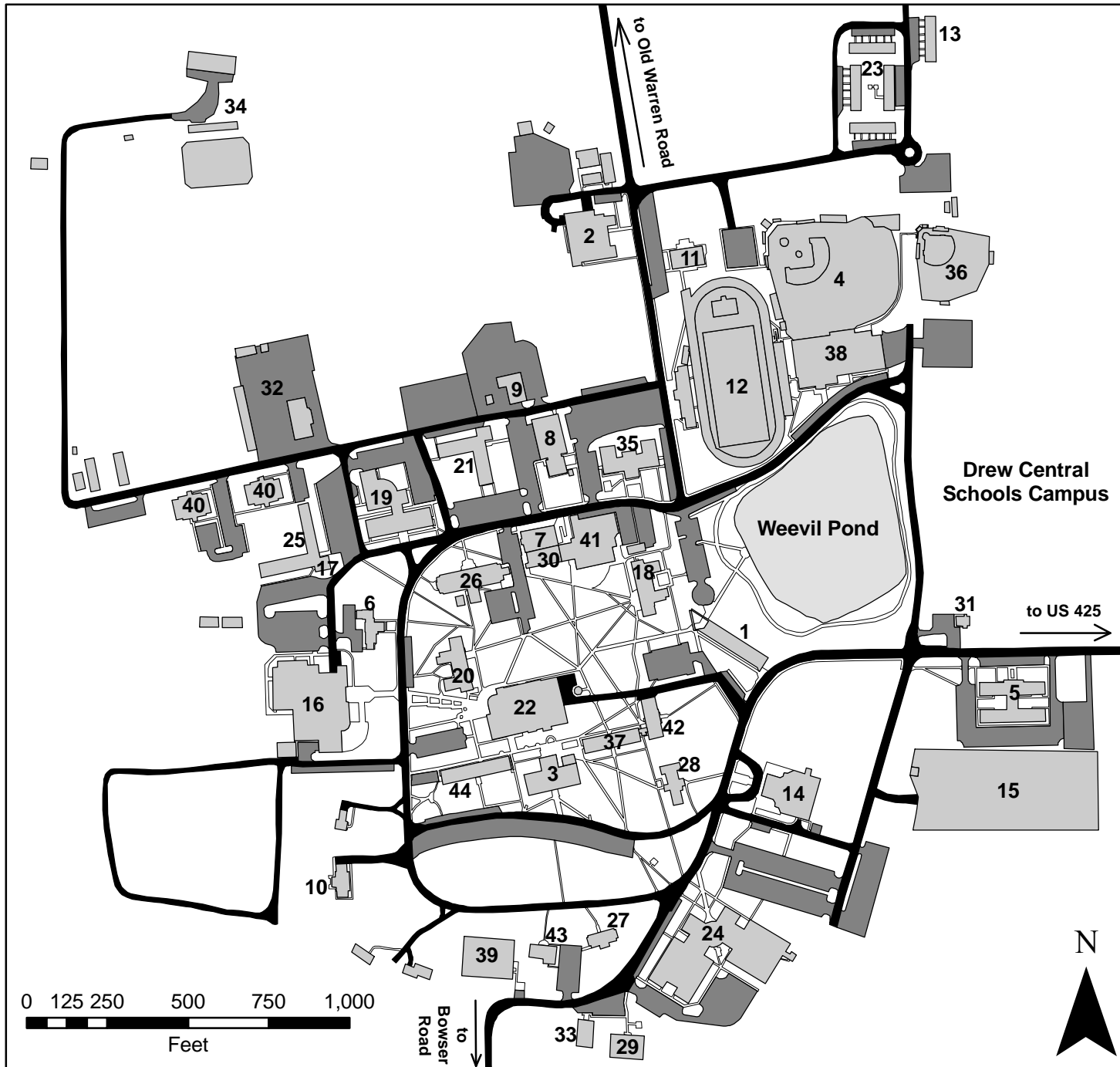
The following shows the current inventory of vehicles and current rates.

Selection	Quantity	Daily Rate	Mileage Rate
Sedan	2	\$12.00	.38 per mile
Mid-size Sedan	1	\$12.00	.47 per mile
Mini-Van	3	\$12.00	.44 per mile
10-Passenger Van	8	\$15.00	.54per mile
25-Passenger Bus	2	\$20.00	1.03 per mile

Selections and rates are correct at time of printing. All are subject to change.

Call 460-1159 for current information.

University of Arkansas at Monticello Campus



Legend

- 1 Administration Building
- 2 Agriculture Building
- 3 Babin Business Center
- 4 Baseball Field
- 5 Bankston Hall
- 6 Baptist Collegiate Ministries
- 7 Book Store
- 8 Central Heating Plant
- 9 Central Warehouse
- 10 Chancellor's Home
- 11 Athletic Facilities
- 12 Cotton Bowl Stadium
- 13 Faculty / Staff Housing
- 14 Fine Arts Center
- 15 Football Practice Field
- 16 Gibson University Center
- 17 Graphic Design and Copy Center
- 18 Harris Hall
- 19 H. H. Chamberlin Forest Resources Complex
- 20 Horsfall Hall
- 21 Jeter Hall
- 22 Library
- 23 Married Housing
- 24 Math & Science Center
- 25 Maxwell Hall
- 26 Memorial Classroom Building
- 27 Missionary Baptist Student Fellowship
- 28 Music Building
- 29 Natural history Museum
- 30 Post Office
- 31 Public Safety
- 32 Recycling Center
- 33 Red Barn
- 34 Rodeo Team Facilities
- 35 Royer Hall
- 36 Softball Field
- 37 Sorrells Hall
- 38 Steelman Fieldhouse
- 39 Tennis Courts
- 40 University Apartments
- 41 Visual & Performance Arts Center
- 42 Wells Hall
- 43 Wesley Foundation
- 44 Willard Hall