

Facilities





Today You Will Learn...

- How to submit work orders and when to use them
- How to use event scheduling
- Where to find information on snow emergencies
- Sustainability at Babson
- About Environmental Health & Safety
- The Capital Planning Process

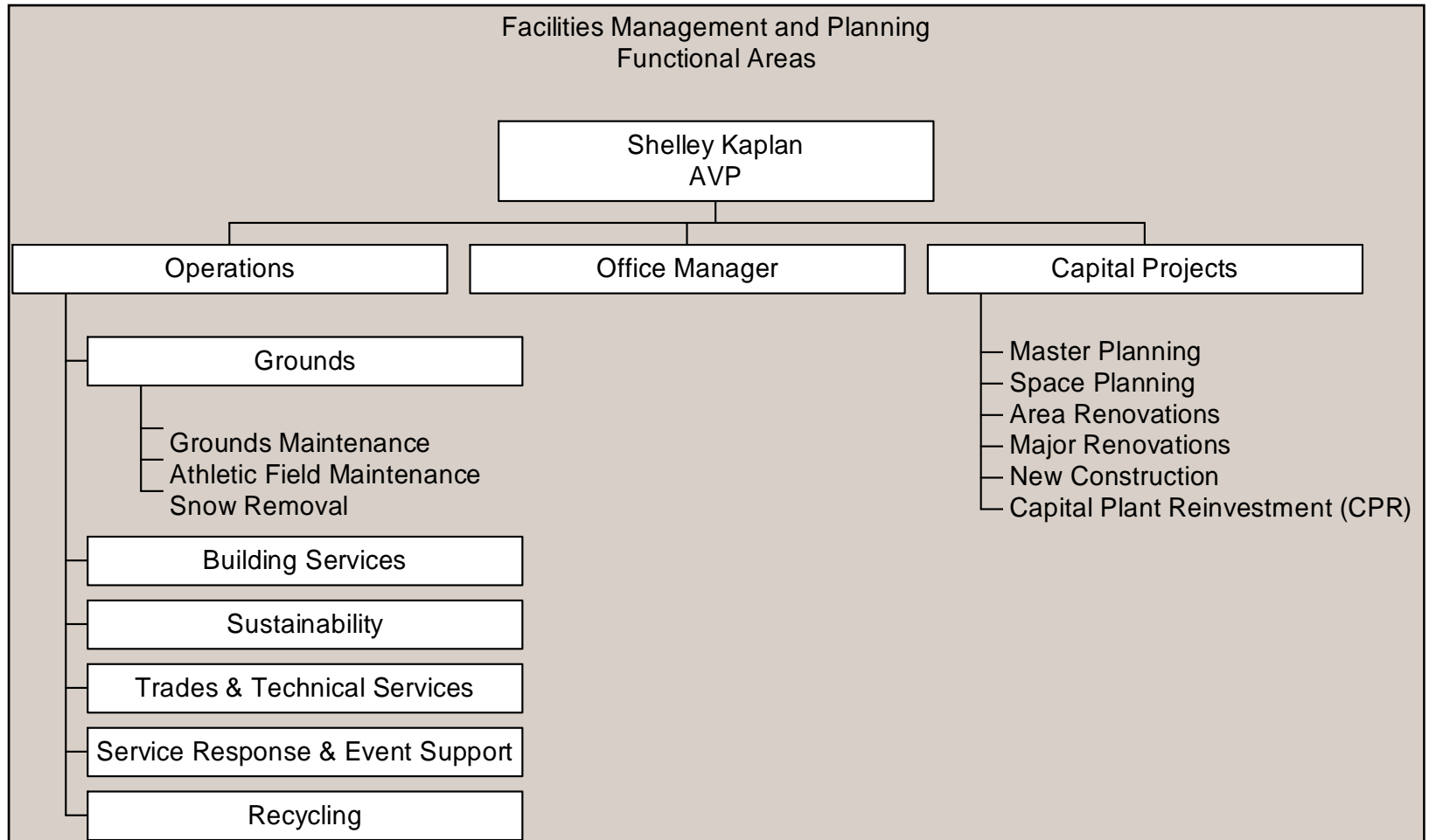


Mission

The Facilities Management and Planning Department supports the Babson College community by creating and maintaining a high quality environment for living and learning. The department's goal is to provide responsiveness, efficiency and deliver the highest quality of service possible. The Facilities team strives to work in a respectful, cooperative and resourceful way so that they can take great pride in their contribution to the Babson community



Functions





Building Services

- 24 hour routine cleaning
- Emergency cleanups
- Pest control
- Furniture moving
- Recycling
- Re-lamping
- Trash removal
- Snow removal at building entrances



Grounds

- Mowing, turf management, pest control and fertilizing
- Tree pruning and maintenance
- Repairs to roads, sidewalks, and masonry
- Leaf removal
- Outdoor trash pickup
- Snow removal from roads and sidewalks
- Athletic fields maintenance



Trades Maintenance

- Routine maintenance and minor capital repairs
- Carpentry, painting and lock repairs
- Electrical repairs
- Heating/Cooling operation and repair
- Plumbing repairs
- Indoor and outdoor signage
- Oversee contracted maintenance of life safety systems
- Vehicle fleet management/maintenance

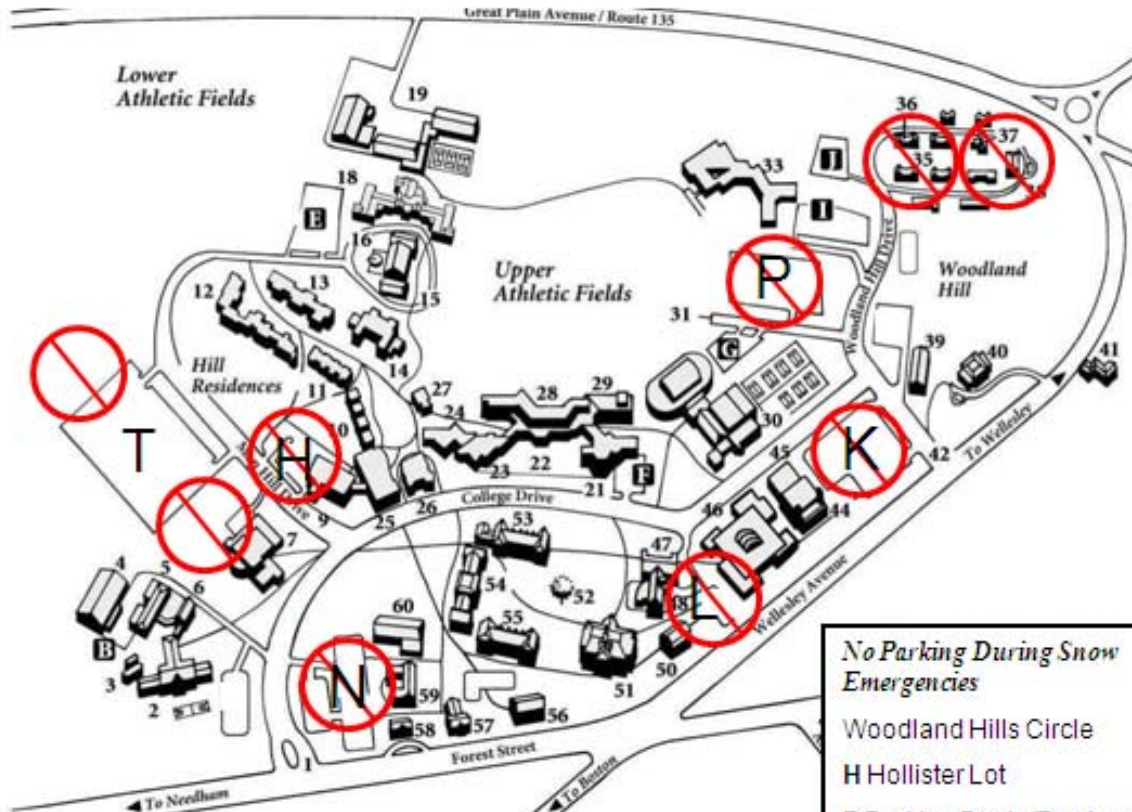


Snow Removal

- Roads, sidewalks, and parking lots plowed by Grounds staff
- Building entryways shoveled out by Building Services staff
- Parking restrictions go into effect before the storm starts
- Lots available for parking
 - Woodland Hills-Main
 - Lower Bryant
 - Coleman
 - Forest
 - Trim (center of lot)
 - BECC-lower level of parking deck
- Distinction between snow emergency and emergency school closing



Lot Closings



Indicates no parking during snow emergency

- No Parking During Snow Emergencies
- Woodland Hills Circle
- H Hollister Lot
- P Parking Deck (Top Level)
- K Knight Auditorium Lot
- N Nichols Lot
- L Lunder Lot
- T Trim Lot (aisle ends only)



Work Orders (Work Requests)

- All Facilities work is tracked electronically on work orders
- We fulfill approximately 20,000 work orders per year
- Why do we need Work Orders?
- See the Smart Tools section of the Babson Portal to initiate a work order



Event Scheduling

- Check Campus Calendar on Babson Portal to select an appropriate date for your event
- Contact Scheduling to reserve indoor or outdoor space
- Contact Sodexo Catering Office to arrange for food
- Contact Public Safety for:
 - Police coverage (if needed)
 - Special parking (if needed)
- Contact Document Center to arrange for special signs for the event (if needed)
- See the Smart Tools section of the Babson Portal to access the Scheduling system



Sustainability at Babson

- Newly created Babson Sustainability Steering Committee
- Member of USGBC, AASHE, and NECSC
- Recycling of paper, cardboard, bottles, cans, electronics, and metals
- Energy and water conservation and management including:
 - Babson's Green Initiatives
 - Student Involvement



Environmental Health and Safety

- Reporting compliance on environmental and safety issues
- Consulting advice and assistance and problem solving on related matters
- Development of safety procedures for operating staff
- Safety training for operating staff
- Air quality testing



Capital Planning and Management

- Campus and space utilization planning
- Planning and management of all new construction and major renovations
- Planning and management of Capital Plant Reinvestment program
- CIP Committee and process