Facilities Operations and Physical Plant

We hope you find the information on our web site helpful. Our department serves the college community and we are always looking for ways to improve upon our services and communications.

The site provides information about Facilities Operations and helps enable all to learn about all we do and how our work force operates and is structured. Besides overseeing routine aspects of daily operations (custodial, grounds, electrical, heating and cooling, plumbing, carpentry), we also respond to critical and emergency needs.

Oberlin's Facilities Operations and Physical Plant works hard within the current resource and budget constraints to provide a safe, clean, aesthetic and functional campus environment through the maintenance of our buildings, equipment, grounds and utilities. All of this is to help enhance the teaching and learning environment and the level of human safety and comfort.

Many have asked which of our services are chargeable and which are non-chargeable; we have included information on our website to help address these issues.

The Facilities Operations also has an on-line service request / work order system. The Oberlin College community, Students and Residential Educational staff may use this to provide the information necessary to submit requests for routine, non-chargeable maintenance services.

If you have any questions or suggestions about our website, please call our Facilities Operations Service Support help desk at 440-775-8445.

Facilities Operations and Physical Plant - An Overview

Facilities Operations and Physical Plant is responsible for the operation, repair, and preventive and routine maintenance of over 100 facilities and extensive grounds of the Oberlin College and Conservatory's academic, administrative and residential buildings.

Our office consists of over 130 employees and is located in the Service Building, 173 West Lorain Street (next to Safety and Security, behind the Mudd Center, and across from Hales Gymnasium). Department personnel keep buildings, equipment and operating systems in good repair; strive to make the campus a comfortable, safe and attractive place to learn, live, work, and enjoy. Facilities Operations is quick to respond to the emergency and after hour repair needs of the campus community.

Additionally, Facilities Operations is responsible for performing non-routine building maintenance repairs and campus services. These include: moving furniture, construction of cabinets/shelves/screens etc., installation of new light fixtures, ceiling fans, and hanging pictures & bulletin boards.
Our office charges labor and materials for these additional services. Additional services are billed to the requesting department’s or program’s budget and are contracted out if necessary. Requests for additional services should be submitted through your department management and completed with the department’s appropriate accounting information. The requests should be submitted in ample time to allow coordination, equipment rental, or contracting of services when required.

Facilities Operations Services Routine services provided by Facilities Operations are considered non-chargeable and requests are submitted through the Facilities Operations Service Response Desk and or through the on-line request form. Additional services are considered chargeable and require an IDT FOAP for processing.

**Chargeable Additional Services**
The following additional services are normally charged to the requesting department or program.

Chargeable services require a Departmental/Program FOAP be submitted along with the request and that a signed FORM be submitted to the Facilities Operations office **before work can be considered or begin**. The department will be charged for labor and materials needed to accommodate their request.

- Department requests for building or structural alterations - Any requests for space modifications or alterations must be directed to Facilities Planning and Construction. (FP&C) (Please contact or see their website for additional information.) Facilities Planning & Construction, and Facilities Operations, must always participate in building alterations on campus.

- Repair/service/replacement of departmental equipment or property.

- Relocation or installation of electrical outlets, lighting, HVAC, & HVAC control systems per departmental request.

- Installation of window treatments, such as blinds, shades, plantation shutters, draperies, valances, etc. that are not for replacement in kind (per department request).

- Painting – other than regular maintenance or graffiti removal.

- Carpet or floor tile cleaning – other than regular maintenance.

- Labor and equipment for special events including custodial services.

- Hanging of pictures, plaques, signs, banners, etc.
Installation of shelving and cabinetry that is not a part of a permanent improvement project funded by a capital account. Assembly or disassembly of desks, partitions, chairs, etc.

Door lock changes, re-keying of locks or cutting keys per departmental request. ALL work performed for Auxiliary Services, Food Services, and Residential Education Life and Housing that is not performed by their staff.

Non-Chargeable Services

The following services are NOT charged to the requesting department/program and are considered routine maintenance. To request routine maintenance not caused by vandalism or negligence, please submit a work order request with Facilities Operations

- Maintenance to grounds, sidewalks, and roadways. Auxiliary Services is responsible for parking lot maintenance.
- Repair to roof, structural, window, door, and general building repair.
- Fence repair.
- Indoor and outdoor lighting repair/replacement.
- Repair to existing heating, cooling, humidification, and plumbing systems.
- Repair to Energy Management Systems.
- Repair to electrical and mechanical equipment.
- Maintenance or replacement of equipment originally installed as part of a building.
- Participation in the recycling program.
- Rodent and pest control.
- Repair of desks, cabinets, and office furniture.
- Elevator maintenance and annual inspections.
- Scheduled inspections of elevators & emergency lighting.
- Scheduled inspections of fire and security alarm, monitoring and protection equipment