

New Brunswick Campus Operations Service Guide

Space Type	Will my department be charged? What is my Next Step?	Replacement of Missing or Cleaning of:	Maintenance repair or replacement in kind of damaged part or piece:	New Installation or Application	Investigation & Remediation or Other Support Service
Centrally Scheduled Classrooms	<b>No Charge:</b> <a href="#">Submit a Service Request</a>	Carpet Cleaning	Accoustical Materials	Signage	Building Odors
		Clock	Air Conditioning		Pest Control
		Furniture:	Baseboard (Cove)		
		Instructor chair	Blackboard		
		Instructor table	Bulletin Board		
		Tablet Armchairs	Cabinetry		
		<a href="#">Environmental Services Cleaning Standards</a>	Carpet		
			Ceiling Tile		
			Doors, Hinges and Door Frame		
			Electrical Light Switch, Dimmer Control, Outlet or System		
			Emergency Shower		
			Floor Surface: Any Type		
			Freon Gas: Removal or Installation		
			Fume Hoods: Repair of Exhaust Fan Sash		
			Glass or Mirrors		
			Growth Chambers		
			Heating		
			Lab Bench		
			Lab Bench Utilities: Water, Electric or Gas		
			Lighting		
			Painting: Touch-up or Complete Job		
			Projection Screen - Manual		
			Signage - Interior		
			Sinks & Faucets		
			Utility Systems: Water, Electric or Gas		
	Wall or Plaster Work				
	Window Treatments:				
	Windows				
	Blinds				
	Drapery				
	Shades				
Centrally Scheduled	<b>No Charge:</b> <a href="#">Contact Digital Classroom Services</a>		Enhanced Technology Podium		
			Projection Screen - Motorized		

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Public and Common Space	<b>No Charge:</b> <u>Submit a Service Request</u>	<a href="#">Environmental Services Cleaning Standards</a>	Air Conditioning		Building Odors
		<a href="#">Grounds Standards</a>	Automatic Doors		Pest Control
			Baseboard (cove)		Power Outage
			Bike Rack		
			Bulletin Board		
			Carpet		
			Ceiling Tile		
			Curbs		
			Doors, Hinges and Door Frame		
			Electrical Light Switch, Dimmer Control, Outlet or System		
			Elevator Problems		
			Exit Light Repair		
			Floor Surface: Any Type		
			Glass or Mirrors		
			Hand Dryers - in Restrooms		
			Heating		
			Lighting		
			Mechanical parts of a keyed cylinder or lockset		
			Mechanical parts of door closers, openers, panic bars, or handicapped accessible		
			Outside Lighting		
			Outside Seating		
			Painting: Touch-up or Complete Job		
			Sinks & Faucets		
			Utility Systems: Water, Electric or Gas		
			Wall or Plaster Work		
			Water Fountain		
	Window Treatments:				
	Windows				
	Blinds				
	Drapery				
	Shades				

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Public and Common Space	<u>Yes, you will be charged:</u> Contact Sign Shop		Signage - Interior	Signage - Interior	
Departmental Assigned Space	<b>No Charge:</b> Submit a Service Request	<a href="#">Environmental Services Cleaning Standards</a>	Air Conditioning		Building Odors
			Baseboard (cove)		Pest Control
			Ceiling Tile		
			Doors, Hinges and Door Frame		
			Electrical Light Switch, Dimmer Control, Outlet or System		
			Fume Hood: Replace Existing Exhaust Fan Sash due to an accident		
			Fume Hoods: Repair of Exhaust Fan Sash		
			Glass or Mirrors		
			Heating		
			Lab Bench Utilities: Water, Electric or Gas		
			Lighting		
			Mechanical parts of a keyed cylinder or lockset		
			Mechanical parts of door closers, openers, panic bars, or handicapped accessible		
			Paint Complete Job - need is determined by Facilities, using Facilities staff		
			Paint Touch Ups - need is determined by Facilities, using Facilities staff		
	Sinks & Faucets				
	Utilities Systems: Water, Electric & Gas				
	Wall or Plaster Work				
	Windows				
			Carpet	Accoustical Materials	

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Departmental Assigned Space	<p><b>Yes, you will be charged:</b> Contact applicable PE responsible for building; work will proceed upon receipt of a customer IPO</p>		Emergency Shower	Air Condition	
			Eye Wash	Blackboard	
			Floor Tile - Vinyl Composite	Bookshelves	
			Fume Hood: Replace Existing Exhaust Fan Sash due to abuse	Bulletin Board	
			Growth Chambers	Cabinetry	
			Lab Bench	Carpet	
			Lab Bench Utilities: Water, Electric or Gas	Clocks	
			Projection Screens - Motorized	Department Specific Equipment	
			Projection Screens - Manual	Different Floor Surface	
			Signage	Different or Upgraded Lighting	
				Different Paint	
				Dimmer Control	
				Electrical Light switch, dedicated outlet or system	
				Emergency Shower	
				Eye Wash Stations	
				Floor Tile - Vinyl Composite	
				Freon Gas: Removal or Installation	
				Fume Hood	
				Growth Chambers	
				Hanging of Pictures	
				Heating	
				Lab Bench	
				Lab Equipment	
				Lab Bench Utilities: Water, Electric or Gas	
				Lighting	
		Paint Complete Job - need is determined by customer, using Facilities Staff or Outside Contractor			
		Paint Touch Ups - following departmental time schedule, using Outside Contractor			
				Projection Screens; Mechanical or manual	

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Departmental Assigned Space	<p><b>Yes, you will be charged:</b> Contact applicable PE responsible for building; work will proceed upon receipt of a customer IPO</p>			Remodeling or Renovation	
				Shelvings	
				Sinks & Faucets	
				Utilities System Upgrade: Water, Electric and Gas	
				Wall Covering	
				White Board	
				Window Treatment	
Department Assigned Space	Yes, please contact:				
	<a href="#">Contact Signage Shop</a>			Signage - Interior	
	<a href="#">Contact Automotive Services</a>				Vehicle Services: Repair or Inspection
	<a href="#">Contact Facilities Event Support Office</a>				Roadway direction signge
	<a href="#">Contact Facilities Event Support Office</a>				Special Events; room set-up
	<a href="#">Contact Digital Classroom Services</a>				Enhanced Technology Podium
<a href="#">Contact Material Services</a>				Moving Services & Supplies	