

University Facilities Service Guide

Location Type Definitions

Classroom: room scheduled by Scheduling & Space Management; classroom, lecture hall, teaching lab  
 Departmental Space: space scheduled & occupied by a School, Institute or department, research space, etc  
 Public Space: common space ; lobbies, corridors, stairwells, restrooms, etc.

| Service Provided      | Location Type      | Service Category Type | Cost      | Customer Action Required  | FOS Action  |
|-----------------------|--------------------|-----------------------|-----------|---|---|
| Accoustical Materials | Classroom          | Repair                | No Charge | Contact Service Call Center; 5-1234, website or email<br>Contact Classroom PE - BL & CAC, Maritza Mc Graw @ 5-2155 x 533 or for CD, John Gambacorta 2-9506 for estimate | Work will be prioritized and completed as per schedule<br>PE will obtain funding and approvals and correct deficiency |
| Accoustical Materials | Classroom          | New Installation      | No Charge | Contact Classroom PE - BL & CAC, Maritza Mc Graw @ 5-2155 x 533 or for CD, John Gambacorta 2-9506 for estimate  | Work will proceed upon receipt of customer funding  |
| Accoustical Materials | Departmental Space | New Installation      | Charge    | Contact Service Call Center; 5-1234, website or email   | Immediate response for ADA doors<br>PE will present deficiency to ADA Committee for funding                           |
| ADA Automatic Doors   | Any Location       | Repair                | No Charge | Contact ADA PE - Maritza Mc Graw @ 5-2155 x 533 for estimate  | Immediate response  |
| ADA Automatic Doors   | Any Location       | New Installation      | Charge    | Contact Service Call Center; 5-1234, website or email   | Immediate response  |
| Air Conditioning      | Classroom          | Repair                | No Charge | Contact Service Call Center; 5-1234, website or email   | Immediate response  |
| Air Conditioning      | Classroom          | Remodel or changed    | No Charge | Contact Service Call Center; 5-1234, website or email   | Immediate response  |
| Air Conditioning      | Departmental Space | Repair                | No Charge | Contact Service Call Center; 5-1234, website or email   | Immediate response  |
| Air Conditioning      | Departmental Space | Remodel or changed    | Charge    | Contact Service Call Center @; 5-1234 for applicable PE   | Work will proceed upon receipt of customer funding  |
| Audio Visual          | Classroom          | Repair                |           | Contact Enhanced Classroom Support at 5-3612 x 15   | Service not available through FOS   |
| Audio Visual          | Classroom          | New Installation      |           | Contact Enhanced Classroom Support at 5-3612 x 15   | Service not available through FOS   |
| Audio Visual          | Departmental Space | Remodel or changed    | Charge    | Contact Service Call Center @; 5-1234 for applicable PE   | Work will proceed upon receipt of customer funding  |
| Baseboard (cove)      | Any Location       | repair or replacement | No Charge | Contact Service Call Center; 5-1234, website or email   | Work will be prioritized and completed as per schedule  |
| Bike Rack             | Any Location       | Repair                | No Charge | Contact Service Call Center; 5-1234, website or email   | Work will be prioritized and completed as per schedule  |

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| Bike Rack          | Any Location       | New Installation    | Charge    | Contact Service Call Center @; 5-1234 for applicable PE | Work will proceed upon receipt of customer funding     |
| Blackboard         | Classroom          | Repair              | No Charge | Contact Service Call Center; 5-1234, website or email   | Immediate response                                     |
| Blackboard         | Classroom          | Remodel or changed  | No Charge | Contact Service Call Center; 5-1234, website or email   | Immediate response                                     |
| Blackboard         | Departmental Space | Repair              | Charge    | Contact Service Call Center @; 5-1234 for applicable PE | Work will proceed upon receipt of customer funding     |
| Blackboard         | Departmental Space | Remodel or changed  | Charge    | Contact Service Call Center @; 5-1234 for applicable PE | Work will proceed upon receipt of customer funding     |
| Book Shelves       | Departmental Space | Modify              | Charge    | Contact Service Call Center @; 5-1234 for applicable PE | Work will proceed upon receipt of customer funding     |
| Book Shelves Boxes | Departmental Space | New Construction    | Charge    | Contact Service Call Center @; 5-1234 for applicable PE | Work will proceed upon receipt of customer funding     |
|                    | Any Location       |                     |           | Contact Material Services at 5-0797                     | Service not available through FOS                      |
| Building Odors     | Any Location       | Urgent or Emergency | No Charge | Contact Service Call Center; 5-1234, website or email   | Immediate response                                     |
| Bulletin Board     | Classroom          | New installation    | No Charge | Contact Service Call Center; 5-1234, website or email   | Work will be prioritized and completed as per schedule |
| Bulletin Board     | Departmental Space | New installation    | Charge    | Contact Service Call Center @; 5-1234 for applicable PE | Work will proceed upon receipt of customer funding     |
| Bulletin Board     | Public Space       | New installation    | No Charge | Contact Service Call Center; 5-1234, website or email   | Work will be prioritized and completed as per schedule |
| Bus Stops          | Exterior           | New Construction    |           | Contact Parking & Transportation - 2-0388               | Service not available through FOS                      |
| Cabinetry          | Classroom          | Repair              | No Charge | Contact Service Call Center; phone, website or email    | Work will be prioritized and completed as per schedule |
| Cabinetry          | Classroom          | New Construction    | No Charge | Contact Service Call Center; 5-1234, website or email   | Work will be prioritized and completed as per schedule |
| Cabinetry          | Departmental Space | Repair              | Charge    | Contact Service Call Center @; 5-1234 for applicable PE | Work will proceed upon receipt of customer funding     |
| Cabinetry          | Departmental Space | New Construction    | Charge    | Contact Service Call Center @; 5-1234 for applicable PE | Work will proceed upon receipt of customer funding     |
| Carpet             | Classroom          | Repair              | No Charge | Contact Service Call Center; 5-1234, website or email   | PE will obtain funding and correct deficiency          |
| Carpet             | Classroom          | New installation    | No Charge | Contact Service Call Center; 5-1234, website or email   | PE will obtain funding and correct deficiency          |

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| Carpet              | Classroom          | Cleaning  | No Charge | Contact Service Call Center; 5-1234, website or email   | Work will be prioritized and completed as per standard schedule |
| Carpet              | Departmental Space | Repair  | Charge    | Contact Service Call Center @; 5-1234 for applicable PE   | Work will proceed upon receipt of customer funding              |
| Carpet              | Departmental Space | New installation  | Charge    | Contact Service Call Center @; 5-1234 for applicable PE   | Work will proceed upon receipt of customer funding              |
| Carpet              | Departmental Space | Cleaning  | No Charge | Contact Service Call Center; 5-1234, website or email   | Work will be prioritized and completed as per standard schedule |
| Carpet              | Public Space       | Repair  | No Charge | Contact Service Call Center; 5-1234, website or email   | PE will obtain funding and correct deficiency                   |
| Carpet              | Public Space       | New installation  | No Charge | Contact Service Call Center; 5-1234, website or email   | PE will obtain funding and correct deficiency                   |
| Carpet              | Public Space       | Cleaning  | No Charge | Contact Service Call Center; 5-1234, website or email   | Work will be prioritized and completed as per standard schedule |
| Ceiling Tile        | Any Location       | Repair  | No Charge | Contact Service Call Center; 5-1234, website or email   | Work will be prioritized and completed as per schedule          |
| Ceiling Tile        | Any Location       | New installation  | No Charge | Contact Service Call Center; 5-1234, website or email   | Work will be prioritized and completed as per schedule          |
|                     |                    | Repair or Replacement of moveable equipment; podium, blackboard, instructors table, chair, etc. | No Charge | Contact Service Call Center; 5-1234, website or email   | Immediate response  |
| Classroom Furniture | Classroom          |   | No Charge | Contact Classroom PE - BL & CAC, Maritza McGraw @ 5-2155 x 533 or for CD, John Gambacorta 2-9506 for estimate | PE will obtain funding and approvals and correct deficiency     |
| Classroom Furniture | Classroom          | New installation of fixed equipment   | No Charge | Contact Classroom PE - BL & CAC, Maritza McGraw @ 5-2155 x 533 or for CD, John Gambacorta 2-9506 for estimate |   |
| Classroom Furniture | Departmental Space | Repair  | Charge    | Contact Classroom PE - BL & CAC, Maritza McGraw @ 5-2155 x 533 or for CD, John Gambacorta 2-9506 for estimate | Work will proceed upon receipt of customer funding              |
| Classroom Furniture | Departmental Space | New installation  | Charge    | Contact Classroom PE - BL & CAC, Maritza McGraw @ 5-2155 x 533 or for CD, John Gambacorta 2-9506 for estimate | Work will proceed upon receipt of customer funding              |
| Clocks              | Classroom          | Repair  | No Charge | Contact Service Call Center; 5-1234, website or email   | Work will be prioritized and completed as per schedule          |
| Clocks              | Classroom          | New installation  | No Charge | Contact Service Call Center; 5-1234, website or email   | Work will be prioritized and completed as per schedule          |

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| Clocks                        | Departmental Space | Repair             | Charge    | Contact Service Call Center @; 5-1234 for applicable PE  | Work will proceed upon receipt of customer funding          |
| Clocks                        | Departmental Space | New installation   | Charge    | Contact Service Call Center @; 5-1234 for applicable PE  | Work will proceed upon receipt of customer funding          |
| Clocks                        | Public Space       | Repair             | No Charge | Contact Service Call Center; 5-1234, website or email  | Work will be prioritized and completed as per schedule      |
| Clocks                        | Public Space       | New installation   | No Charge | Contact Service Call Center; 5-1234, website or email  | Work will be prioritized and completed as per schedule      |
| Computer Cabling              | Any Location       | Repair             |           | Contact RUCS - 5-2743  | Service not available through FOS                           |
| Computer Cabling              | Any Location       | Remodel or changed |           | Contact RUCS - 5-2743  | Service not available through FOS                           |
| Curbs                         | Any Location       | Repair             | No Charge | Contact Service Call Center; 5-1234, website or email  | PE will obtain funding and approvals and correct deficiency |
| Curbs                         | Any Location       | New installation   | No Charge | Contact Service Call Center @; 5-1234 for applicable PE  | PE will obtain funding and approvals and correct deficiency |
| Custodial Services - Cleaning | Any Location       | Routine            | No Charge | None   | Routine service provided as per schedule & standards        |
| Custodial Services - Cleaning | Any Location       | Emergency          | No Charge | Contact Service Call Center; 5-1234, website or email  | Immediate response  |
| Custodial Services - Cleaning | Any Location       | Information        |           | Contact Custodial Area Manager - Al Lewis 5-3711 x 184   |   |
| Dimmer Control                | Any Location       | Repair             | No Charge | Contact Service Call Center; phone, website or email   | Work will be prioritized and completed as per schedule      |
| Dimmer Control                | Classroom          | New installation   | No Charge | Contact Classroom PE - BL & CAC, Maritza Mc Graw @ 5-2155 x 533 or for CD, John Gambacorta 2-9506 for estimate | PE will obtain funding and approvals and correct deficiency |
| Dimmer Control                | Departmental Space | New installation   | Charge    | Contact Classroom PE - BL & CAC, Maritza Mc Graw @ 5-2155 x 533 or for CD, John Gambacorta 2-9506 for estimate | Work will proceed upon receipt of customer funding          |
| Door Security System          | Any Location       | Repair             |           | Contact Police Security Shop - 732-445-4956  | Service not available through FOS                           |
| Door Security System          | Any Location       | New installation   |           | Contact Police Security Shop - 732-445-4956  | Service not available through FOS                           |
| Doors and Door Hardware       | Any Location       | Repair             | No Charge | Contact Service Call Center; 5-1234, website or email  | Work will be prioritized and completed as per schedule      |
| Doors and Door Hardware       | Any Location       | New installation   | No Charge | Contact Service Call Center; 5-1234, website or email  | Work will be prioritized and completed as per schedule      |
| Drapery                       | Classroom          | Repair             | No Charge | Contact Service Call Center; 5-1234, website or email  | PE will obtain funding and correct deficiency               |

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| Drapery                 | Classroom          | New installation            | No Charge | Contact Service Call Center; 5-1234, website or email   | PE will obtain funding and correct deficiency          |
| Drapery                 | Classroom          | Cleaning                    | No Charge | Contact Service Call Center; 5-1234, website or email   | Work will be prioritized and completed as per schedule |
| Drapery                 | Departmental Space | Repair                      | Charge    | Contact Service Call Center @; 5-1234 for applicable PE | Work will proceed upon receipt of customer funding     |
| Drapery                 | Departmental Space | New installation            | Charge    | Contact Service Call Center @; 5-1234 for applicable PE | Work will proceed upon receipt of customer funding     |
| Drapery                 | Departmental Space | Cleaning                    | No Charge | Contact Service Call Center; 5-1234, website or email   | Work will be prioritized and completed as per schedule |
| Drapery                 | Public Space       | Repair                      | No Charge | Contact Service Call Center; 5-1234, website or email   | PE will obtain funding and correct deficiency          |
| Drapery                 | Public Space       | New installation            | No Charge | Contact Service Call Center; 5-1234, website or email   | PE will obtain funding and correct deficiency          |
| Drapery                 | Public Space       | Cleaning                    | No Charge | Contact Service Call Center; 5-1234, website or email   | Work will be prioritized and completed as per schedule |
| Electrical Light Switch | Classroom          | Repair                      | No Charge | Contact Service Call Center; 5-1234, website or email   | Work will be prioritized and completed as per schedule |
| Electrical Light Switch | Classroom          | Replace Existing            | No Charge | Contact Service Call Center; 5-1234, website or email   | Work will be prioritized and completed as per schedule |
| Electrical Light Switch | Departmental Space | Repair                      | No Charge | Contact Service Call Center; 5-1234, website or email   | Work will be prioritized and completed as per schedule |
| Electrical Light Switch | Departmental Space | Replace Existing            | No Charge | Contact Service Call Center; 5-1234, website or email   | Work will be prioritized and completed as per schedule |
| Electrical Light Switch | Departmental Space | Upgrade or New Installation | Charge    | Contact Service Call Center @; 5-1234 for applicable PE | Work will proceed upon receipt of customer funding     |
| Electrical Light Switch | Public Space       | Repair                      | No Charge | Contact Service Call Center; 5-1234, website or email   | Work will be prioritized and completed as per schedule |
| Electrical Light Switch | Public Space       | Replace Existing            | No Charge | Contact Service Call Center; 5-1234, website or email   | Work will be prioritized and completed as per schedule |
| Electrical Outlet       | Classroom          | Repair                      | No Charge | Contact Service Call Center; 5-1234, website or email   | Work will be prioritized and completed as per schedule |
| Electrical Outlet       | Classroom          | Replace Existing            | No Charge | Contact Service Call Center; 5-1234, website or email   | Work will be prioritized and completed as per schedule |
| Electrical Outlet       | Departmental Space | Repair                      | No Charge | Contact Service Call Center; 5-1234, website or email   | Work will be prioritized and completed as per schedule |

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| Electrical Outlet  | Departmental Space | Replace Existing                   | No Charge | Contact Service Call Center; 5-1234, website or email  | Work will be prioritized and completed as per schedule |
| Electrical Outlet  | Departmental Space | Upgrade or New Installation        | Charge    | Contact Service Call Center @; 5-1234 for applicable PE  | Work will proceed upon receipt of customer funding     |
| Electrical Outlet  | Public Space       | Repair                             | No Charge | Contact Service Call Center; 5-1234, website or email  | Work will be prioritized and completed as per schedule |
| Electrical Outlet  | Public Space       | Replace Existing                   | No Charge | Contact Service Call Center; 5-1234, website or email  | Work will be prioritized and completed as per schedule |
| Electrical Systems | Classroom          | Repair                             | No Charge | Contact Service Call Center; 5-1234, website or email  | Work will be prioritized and completed as per schedule |
| Electrical Systems | Classroom          | Replace Existing                   | No Charge | Contact Service Call Center; 5-1234, website or email  | Work will be prioritized and completed as per schedule |
| Electrical Systems | Departmental Space | Repair                             | No Charge | Contact Service Call Center; 5-1234, website or email  | Work will be prioritized and completed as per schedule |
| Electrical Systems | Departmental Space | Replace Existing                   | No Charge | Contact Service Call Center; 5-1234, website or email  | Work will be prioritized and completed as per schedule |
| Electrical Systems | Departmental Space | Upgrade or New Installation        | Charge    | Contact Service Call Center @; 5-1234 for applicable PE  | Work will proceed upon receipt of customer funding     |
| Electrical Systems | Public Space       | Repair                             | No Charge | Contact Service Call Center; 5-1234, website or email  | Work will be prioritized and completed as per schedule |
| Electrical Systems | Public Space       | Replace Existing                   | No Charge | Contact Service Call Center; 5-1234, website or email  | Work will be prioritized and completed as per schedule |
| Elevator Problems  | Any Location       | Repair                             | No Charge | Contact Service Call Center; 5-1234, website or email  | Outside Contractor will be dispatched                  |
| Emergency Shower   | Any Location       | Repair                             | No Charge | Contact Service Call Center; 5-1234, website or email  | Work will be prioritized and completed as per schedule |
| Emergency Shower   | Any Location       | Replace Existing                   | No Charge | Contact Service Call Center; 5-1234, website or email  | Work will be prioritized and completed as per schedule |
| Emergency Shower   | Any Location       | Upgrade or New Installation        | Charge    | Contact Life Safety PE - BL, Pat Valente @ 5-2155 x 534 or for CAC & CD, John Gambacorta 2-9506 for estimate | PE will present deficiency to LS Committee for funding |
| Events             | Any Location       | Set-up - 48 hour notice required   | Charge    | Contact Service Call Center @; 5-1234 for applicable PE  | Work will proceed upon receipt of customer funding     |
| Events             | Any Location       | Planning - 48 hour notice required | Charge    | Contact Service Call Center @; 5-1234 for applicable PE  | Work will proceed upon receipt of customer funding     |
| Exit Light Repair  | Any Location       | Repair                             | No Charge | Contact Service Call Center; 5-1234, website or email  | Immediate response                                     |

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|------------------------------|--------------------|-----------------------------|-----------|--|--|
| Exit Light Repair            | Any Location       | Replace Existing            | No Charge | Contact Service Call Center; 5-1234, website or email  | Immediate response                                     |
| Eye Wash Stations            | Any Location       | Repair                      | No Charge | Contact Service Call Center; 5-1234, website or email  | Work will be prioritized and completed as per schedule |
| Eye Wash Stations            | Any Location       | Replace Existing            | No Charge | Contact Service Call Center; 5-1234, website or email  | Work will be prioritized and completed as per schedule |
| Eye Wash Stations            | Any Location       | Upgrade or New Installation | Charge    | Contact Life Safety PE - BL, Pat Valente @ 5-2155 x 534 or for CAC & CD, John Gambacorta 2-9506 for estimate | PE will present deficiency to LS Committee for funding |
| Femine Products Dispenser    | Any Location       | Repair                      | No Charge | Contact Service Call Center; 5-1234, website or email  | Work will be prioritized and completed as per schedule |
| Femine Products Dispenser    | Any Location       | Replace                     | No Charge | Contact Service Call Center; 5-1234, website or email  | Work will be prioritized and completed as per schedule |
| Fire Alarm                   | Any Location       | Repair                      | No Charge | Contact Service Call Center; 5-1234, website or email  | Central Alarm Shop will be contacted for service       |
| Fire Alarm - sounding        | Any Location       | Sounding                    | No Charge | Contact University Fire Dept. 2-7111, Evacuate Building  | Immediate response                                     |
| Fire Extinguisher            | Any Location       | Repair                      |           | Contact Emergency Services - 732-445-3077  | Service not available through FOS                      |
| Fire Extinguisher            | Any Location       | Replace                     |           | Contact Emergency Services - 732-445-3077  | Service not available through FOS                      |
| Floor Tile - Vinyl Composite | Classroom          | Repair                      | No Charge | Contact Service Call Center; 5-1234, website or email  | Work will be prioritized and completed as per schedule |
| Floor Tile - Vinyl Composite | Classroom          | Replace Existing            | No Charge | Contact Service Call Center; 5-1234, website or email  | Work will be prioritized and completed as per schedule |
| Floor Tile - Vinyl Composite | Classroom          | Strip & Wax                 | No Charge | Contact Service Call Center; 5-1234, website or email  | Work will be prioritized and completed as per schedule |
| Floor Tile - Vinyl Composite | Departmental Space | Repair                      | No Charge | Contact Service Call Center; 5-1234, website or email  | Work will be prioritized and completed as per schedule |
| Floor Tile - Vinyl Composite | Departmental Space | Replace Existing            | Charge    | Contact Service Call Center @; 5-1234 for applicable PE  | Work will proceed upon receipt of customer funding     |
| Floor Tile - Vinyl Composite | Departmental Space | Upgrade or New Installation | Charge    | Contact Service Call Center @; 5-1234 for applicable PE  | Work will proceed upon receipt of customer funding     |
| Floor Tile - Vinyl Composite | Departmental Space | Strip & Wax                 | No Charge | Contact Service Call Center; 5-1234, website or email  | Work will be prioritized and completed as per schedule |
| Floor Tile - Vinyl Composite | Public Space       | Repair                      | No Charge | Contact Service Call Center; 5-1234, website or email  | Work will be prioritized and completed as per schedule |
| Floor Tile - Vinyl Composite | Public Space       | Replace Existing            | No Charge | Contact Service Call Center; 5-1234, website or email  | Work will be prioritized and completed as per schedule |

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| Floor Tile - Vinyl Composite | Public Space       | Strip & Wax   | No Charge | Contact Service Call Center; 5-1234, website or email   | Work will be prioritized and completed as per schedule |
| Freon Gas                    | Classroom          | Removal or Installation   | No Charge | Contact Service Call Center; 5-1234, website or email   | Work will be prioritized and completed as per schedule |
| Freon Gas                    | Departmental Space | Removal or Installation   | Charge    | Contact Service Call Center @; 5-1234 for applicable PE | Work will proceed upon receipt of customer funding     |
| Freon Gas                    | Public Space       | Removal or Installation   | No Charge | Contact Service Call Center; 5-1234, website or email   | Work will be prioritized and completed as per schedule |
| Fume Hoods                   | Classroom          | Repair of Exhaust Fan Sash  | No Charge | Contact Service Call Center; 5-1234, website or email   | Work will be prioritized and completed as per schedule |
| Fume Hoods                   | Classroom          | Replace of Exhaust Fan Sash   | No Charge | Contact Service Call Center; 5-1234, website or email   | Work will be prioritized and completed as per schedule |
| Fume Hoods                   | Departmental Space | Repair of Exhaust Fan Sash  | No Charge | Contact Service Call Center; 5-1234, website or email   | Work will be prioritized and completed as per schedule |
| Fume Hoods                   | Departmental Space | Replace Existing Exhaust Fan Sash - accident  | No Charge | Contact Service Call Center; 5-1234, website or email   | Work will be prioritized and completed as per schedule |
| Fume Hoods                   | Departmental Space | Replace Existing Exhaust Fan Sash - abuse   | Charge    | Contact Service Call Center; 5-1234, website or email   | Work will proceed upon receipt of customer funding     |
| Fume Hoods                   | Departmental Space | New Installation  | Charge    | Contact Service Call Center @; 5-1234 for applicable PE | Work will proceed upon receipt of customer funding     |
| Furniture                    | Classroom          | Repair of moveable equipment; podium, blackboard, instructors table, chair, etc.      | No Charge | Contact Service Call Center; 5-1234, website or email   | Immediate response                                     |
| Furniture                    | Classroom          | Replacement of moveable equipment; podium, blackboard, instructors table, chair, etc. | No Charge | Contact Service Call Center; 5-1234, website or email   | Immediate response                                     |
| Furniture                    | Classroom          | Routine cleaning for verticle & horizontal space                                      | No Charge | None  | Routine service provided as per schedule & standards   |
| Furniture                    | Departmental Space | Repair  |           | Contact Interior Design or Housing Upholstery           | Service not available through FOS                      |

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| Furniture                  | Departmental Space | Replace  |           | Contact Interior Design or Housing Upholstery           | Service not available through FOS                      |
| Furniture                  | Departmental Space | Routine cleaning for verticle & horizontal space | No Charge | None  | Routine service provided as per schedule & standards   |
| Furniture                  | Departmental Space | Uphostery Cleaning                               | Charge    | Contact Custodial Area Manager - Al Lewis for estimate  | Work will proceed upon receipt of customer funding     |
| Furniture                  | Departmental Space | Removal  |           | Contact Material Services - 732-445-0797                | Service not available through FOS                      |
| Furniture                  | Public Space       | Repair   | No Charge | Contact Service Call Center; 5-1234, website or email   | Work will be prioritized and completed as per schedule |
| Furniture                  | Public Space       | Replace  | No Charge | Contact Service Call Center; 5-1234, website or email   | Work will be prioritized and completed as per schedule |
| Furniture                  | Public Space       | Routine cleaning for verticle & horizontal space | No Charge | None  | Routine service provided as per schedule & standards   |
| Glass or Mirrors           | Classroom          | Replace  | No Charge | Contact Service Call Center; 5-1234, website or email   | Immediate response                                     |
| Glass or Mirrors           | Public Space       | Replace  | No Charge | Contact Service Call Center; 5-1234, website or email   | Immediate response                                     |
| Growth Chambers            | Classroom          | Repair   | No Charge | Contact Service Call Center; 5-1234, website or email   | Work will be prioritized and completed as per schedule |
| Growth Chambers            | Classroom          | Replace  | No Charge | Contact Service Call Center; 5-1234, website or email   | Work will be prioritized and completed as per schedule |
| Growth Chambers            | Departmental Space | Repair   | Charge    | Contact Service Call Center @; 5-1234 for applicable PE | Work will proceed upon receipt of customer funding     |
| Growth Chambers            | Departmental Space | Replace  | Charge    | Contact Service Call Center @; 5-1234 for applicable PE | Work will proceed upon receipt of customer funding     |
| Hand Dryers - in Restrooms | Public Space       | Repair   | No Charge | Contact Service Call Center; 5-1234, website or email   | Work will be prioritized and completed as per schedule |
| Hand Dryers - in Restrooms | Public Space       | Replace  | No Charge | Contact Service Call Center; 5-1234, website or email   | Work will be prioritized and completed as per schedule |
| Hand Dryers - in Restrooms | Public Space       | New Installation                                 | No Charge | Contact Service Call Center; 5-1234, website or email   | Work will be prioritized and completed as per schedule |
| Heating                    | Any Location       | Repair   | No Charge | Contact Service Call Center; 5-1234, website or email   | Immediate response                                     |

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| Heating  | Any Location       | Replace          | No Charge | Contact Service Call Center; 5-1234, website or email   | Immediate response                                     |
| Heating  | Any Location       | New Installation | Charge    | Contact Service Call Center @; 5-1234 for applicable PE | Work will proceed upon receipt of customer funding     |
| Ice & Snow                                     | Exterior           | Removal          | No Charge | Contact Service Call Center; 5-1234, website or email   | Work will be prioritized and completed as per schedule |
| Intrusion Alarm                                | Any Location       | Repair           |           | Contact Police Security Shop - 5-4956                   | Service not available through FOS                      |
| Intrusion Alarm                                | Any Location       | Replace          |           | Contact Police Security Shop - 5-4956                   | Service not available through FOS                      |
| Intrusion Alarm                                | Any Location       | New Installation |           | Contact Police Security Shop - 5-4956                   | Service not available through FOS                      |
| Intrusion Alarm                                | Any Location       | Sounding         |           | Contact Police Security Shop - 5-4956                   | Service not available through FOS                      |
| Keys   | Any Location       | New              |           | Contact Police Security Shop - 5-4956                   | Service not available through FOS                      |
| Keys   | Any Location       | Lost             |           | Contact Police Security Shop - 5-4956                   | Service not available through FOS                      |
| Lab Bench                                      | Classroom          | Repair           | No Charge | Contact Service Call Center; 5-1234, website or email   | Work will be prioritized and completed as per schedule |
| Lab Bench                                      | Classroom          | Replace          | No Charge | Contact Service Call Center; 5-1234, website or email   | Work will be prioritized and completed as per schedule |
| Lab Bench                                      | Classroom          | New Installation | No Charge | Contact Service Call Center; 5-1234, website or email   | Work will be prioritized and completed as per schedule |
| Lab Bench                                      | Departmental Space | Repair           | Charge    | Contact Service Call Center @; 5-1234 for applicable PE | Work will proceed upon receipt of customer funding     |
| Lab Bench                                      | Departmental Space | Replace          | Charge    | Contact Service Call Center @; 5-1234 for applicable PE | Work will proceed upon receipt of customer funding     |
| Lab Bench                                      | Departmental Space | New Installation | Charge    | Contact Service Call Center @; 5-1234 for applicable PE | Work will proceed upon receipt of customer funding     |
| Lab Bench Utilities; gas, electrical, plumbing | Classroom          | Repair           | No Charge | Contact Service Call Center; 5-1234, website or email   | Work will be prioritized and completed as per schedule |
| Lab Bench Utilities; gas, electrical, plumbing | Classroom          | Replace          | No Charge | Contact Service Call Center; 5-1234, website or email   | Work will be prioritized and completed as per schedule |
| Lab Bench Utilities; gas, electrical, plumbing | Classroom          | New Installation | No Charge | Contact Service Call Center; 5-1234, website or email   | Work will be prioritized and completed as per schedule |
| Lab Bench Utilities; gas, electrical, plumbing | Departmental Space | Repair           | No Charge | Contact Service Call Center; 5-1234, website or email   | Work will be prioritized and completed as per schedule |
| Lab Bench Utilities; gas, electrical, plumbing | Departmental Space | Replace          | Charge    | Contact Service Call Center @; 5-1234 for applicable PE | Work will proceed upon receipt of customer funding     |
| Lab Bench Utilities; gas, electrical, plumbing | Departmental Space | New Installation | Charge    | Contact Service Call Center @; 5-1234 for applicable PE | Work will proceed upon receipt of customer funding     |

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| Lab Equipment      | Classroom          | Repair            | No Charge                  | Contact Service Call Center; 5-1234, website or email  | Work will be prioritized and completed as per schedule                          |
| Lab Equipment      | Classroom          | Replace           | No Charge                  | Contact Service Call Center; 5-1234, website or email  | Work will be prioritized and completed as per schedule                          |
| Lab Equipment      | Classroom          | New Installation  | No Charge                  | Contact Service Call Center; 5-1234, website or email  | Work will be prioritized and completed as per schedule                          |
| Lab Equipment      | Departmental Space | Repair            | Charge                     | Contact Service Call Center @; 5-1234 for applicable PE  | Work will proceed upon receipt of customer funding                              |
| Lab Equipment      | Departmental Space | Replace           | Charge                     | Contact Service Call Center @; 5-1234 for applicable PE  | Work will proceed upon receipt of customer funding                              |
| Lab Equipment      | Departmental Space | New Installation  | Charge                     | Contact Service Call Center @; 5-1234 for applicable PE  | Work will proceed upon receipt of customer funding                              |
| Landscaping        | Non Housing Space  | Maintenance       | No Charge                  | Contact Service Call Center; 5-1234, website or email  | Work will be prioritized and completed as per schedule                          |
| Landscaping        | Non Housing Space  | New Installations | Dependent on scope of work | Contact Dianne Gravatt - 5-3711 x 185  | Work will be prioritized and completed as per schedule, and may require funding |
| Light Ballast Work | Any Location       | Repair            | No Charge                  | Contact Service Call Center; 5-1234, website or email  | Work will be prioritized and completed as per schedule                          |
| Light Ballast Work | Any Location       | Replace           | No Charge                  | Contact Service Call Center; 5-1234, website or email  | Work will be prioritized and completed as per schedule                          |
| Lighting           | Classroom          | Repair            | No Charge                  | Contact Service Call Center; 5-1234, website or email  | Work will be prioritized and completed as per schedule                          |
| Lighting           | Classroom          | Replace           | No Charge                  | Contact Classroom PE - BL & CAC, Maritza Mc Graw @ 5-2155 x 533 or for CD, John Gambacorta 2-9506 for estimate | PE will obtain funding and approvals and correct deficiency                     |
| Lighting           | Classroom          | New Installation  | No Charge                  | Contact Classroom PE - BL & CAC, Maritza Mc Graw @ 5-2155 x 533 or for CD, John Gambacorta 2-9506 for estimate | PE will obtain funding and approvals and correct deficiency                     |
| Lighting           | Departmental Space | Repair            | No Charge                  | Contact Service Call Center; 5-1234, website or email  | Work will be prioritized and completed as per schedule                          |
| Lighting           | Departmental Space | Replace           | Charge                     | Contact Service Call Center @; 5-1234 for applicable PE  | Work will proceed upon receipt of customer funding                              |
| Lighting           | Departmental Space | New Installation  | Charge                     | Contact Service Call Center @; 5-1234 for applicable PE  | Work will proceed upon receipt of customer funding                              |
| Litter Removal     | Non Housing Space  | Routine           | No Charge                  | None   | Routine service provided as per schedule & standards                            |

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| Litter Removal                 | Non Housing Space  | Event Support Clean-ups, file purging, storage clean out ,etc | Charge    | Contact Service Call Center @; 5-1234 for applicable PE | Work will proceed upon receipt of customer funding     |
| Lock                           | Any Location       | Repair  | No Charge | Contact Service Call Center; 5-1234, website or email   | Work will be prioritized and completed as per schedule |
| Lock                           | Any Location       | Re Key  |           | Contact Police Security Shop -5-4956                    | Service not available through FOS                      |
| Lock                           | Any Location       | New installation  |           | Contact Police Security Shop -5-4956                    | Service not available through FOS                      |
| Machine Shop                   | Any Location       | Custom Fabrication  | Charge    | Contact Service Steve Williamson 732-932-3977           | Work will proceed upon receipt of customer funding     |
| Masonry                        | Non Housing Space  | Repoint reseal  | No Charge | Contact Service Call Center; 5-1234, website or email   | Work will be prioritized and completed as per schedule |
| Movie Screens - Motorized      | Classroom          | Repair  |           | Contact Media Services - 5-3612 ext. 15                 | Service not available through FOS                      |
| Movie Screens - Motorized      | Classroom          | Replace   |           | Contact Media Services - 5-3612 ext. 15                 | Service not available through FOS                      |
| Movie Screens - Motorized      | Classroom          | New Installation  |           | Contact Media Services - 5-3612 ext. 15                 | Service not available through FOS                      |
| Movie Screens - Motorized      | Departmental Space | Repair  | Charge    | Contact Service Call Center @; 5-1234 for applicable PE | Work will proceed upon receipt of customer funding     |
| Movie Screens - Motorized      | Departmental Space | Replace   | Charge    | Contact Service Call Center @; 5-1234 for applicable PE | Work will proceed upon receipt of customer funding     |
| Movie Screens - Motorized      | Departmental Space | New Installation  | Charge    | Contact Service Call Center @; 5-1234 for applicable PE | Work will proceed upon receipt of customer funding     |
| Movie Screens - Pull Down      | Classroom          | Repair  | No Charge | Contact Service Call Center; 5-1234, website or email   | Work will be prioritized and completed as per schedule |
| Movie Screens - Pull Down      | Classroom          | Replace   | No Charge | Contact Service Call Center; 5-1234, website or email   | Work will be prioritized and completed as per schedule |
| Movie Screens - Pull Down      | Classroom          | New Installation  | No Charge | Contact Service Call Center; 5-1234, website or email   | Work will be prioritized and completed as per schedule |
| Movie Screens - Pull Down      | Departmental Space | Repair  | Charge    | Contact Service Call Center @; 5-1234 for applicable PE | Work will proceed upon receipt of customer funding     |
| Movie Screens - Pull Down      | Departmental Space | Replace   | Charge    | Contact Service Call Center @; 5-1234 for applicable PE | Work will proceed upon receipt of customer funding     |
| Movie Screens - Pull Down      | Departmental Space | New Installation  | Charge    | Contact Service Call Center @; 5-1234 for applicable PE | Work will proceed upon receipt of customer funding     |
| Moving: Interoffice, labs, etc | Any Location       |   |           | Contact Material Services - 5-2255                      | Service not available through FOS                      |

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| Moving: Special Equipment | Any Location       |   |           | Contact Material Services - 5-2255                      | Service not available through FOS   |
| Office Cleaning           | Any Location       | Routine   | No Charge | None  | Routine service provided as per schedule & standards  |
| Office Cleaning           | Any Location       | Emergency   | No Charge | Contact Service Call Center; 5-1234, website or email   | Immediate response  |
| Open Locked Doors         | Any Location       |   |           | Contact Campus Police: 2-7211                           | Service not available through FOS   |
| Outside Lighting          | Any Location       | Repair  | No Charge | Contact Service Call Center; 5-1234, website or email   | Work will be prioritized and completed as per schedule; Campus Police provides weekly report of outages |
| Outside Lighting          | Any Location       | Replace   | No Charge | Contact Service Call Center; 5-1234, website or email   | Work will be prioritized and completed as per schedule; Campus Police provides weekly report of outages |
| Outside Seating           | Any Location       | Repair  | No Charge | Contact Service Call Center; 5-1234, website or email   | Work will be prioritized and completed as per schedule  |
| Outside Seating           | Any Location       | Replace   | Charge    | Contact Service Call Center @; 5-1234 for applicable PE | Work will proceed upon receipt of customer funding  |
| Painting                  | Classroom          | Touch Ups   | No Charge | Contact Service Call Center; 5-1234, website or email   | Work will be prioritized and completed as per schedule  |
| Painting                  | Classroom          | Complete Job  | No Charge | Contact Service Call Center; 5-1234, website or email   | Work will be prioritized and completed as per schedule  |
| Painting                  | Departmental Space | Touch Ups - adhering to FOS Schedule, using FOS staff                             | No Charge | Contact Service Call Center; 5-1234, website or email   | Work will be prioritized and completed as per schedule  |
| Painting                  | Departmental Space | Touch Ups - following departmental time schedule, using Outside Contractor        | Charge    | Contact Service Call Center @; 5-1234 for applicable PE | Work will proceed upon receipt of customer funding  |
| Painting                  | Departmental Space | Complete Job - need determined by customer, using FMS Staff or Outside Contractor | Charge    | Contact Service Call Center @; 5-1234 for applicable PE | Work will proceed upon receipt of customer funding  |
| Painting                  | Departmental Space | Complete Job - need determined by FOS, using FOS staff                            | No Charge | Contact Service Call Center @; 5-1234 for applicable PE | Work will be prioritized and completed as per schedule  |

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| Painting               | Public Space       | Touch Ups                    | No Charge | Contact Service Call Center; 5-1234, website or email   | Work will be prioritized and completed as per schedule |
| Painting               | Public Space       | Complete Job                 | No Charge | Contact Service Call Center; 5-1234, website or email   | Work will be prioritized and completed as per schedule |
| Parking Gate Arms      | Any Location       |                              |           | Contact Parking & Transportation at 2-7741              | Service not available through FOS                      |
| Parking Lot Issues     | Any Location       |                              |           | Contact Parking & Transportation at 2-7741              | Service not available through FOS                      |
| Partitions - Permanent | Departmental Space | Repair                       | Charge    | Contact Service Call Center @; 5-1234 for applicable PE | Work will proceed upon receipt of customer funding     |
| Partitions - Permanent | Departmental Space | Installation                 | Charge    | Contact Service Call Center @; 5-1234 for applicable PE | Work will proceed upon receipt of customer funding     |
| Partitions - Portable  | Departmental Space | Repair                       | Charge    | Contact Service Call Center @; 5-1234 for applicable PE | Work will proceed upon receipt of customer funding     |
| Partitions - Portable  | Departmental Space | Installation                 | Charge    | Contact Service Call Center @; 5-1234 for applicable PE | Work will proceed upon receipt of customer funding     |
| Pest Control Services  | Non Housing Space  | Routine, Urgent or Emergency | No Charge | Contact Service Call Center; 5-1234, website or email   | Work will be prioritized and completed as per schedule |
| Pictures or Signs      | Non Housing Space  | Installation                 | No Charge | Contact Service Call Center; 5-1234, website or email   | Work will be prioritized and completed as per schedule |
| Plant Care - Indoor    | Non Housing Space  |                              |           | Contact Purchasing: 2-4375                              | Service not available through FOS                      |
| Plantings - Outside    | Non Housing Space  | Maintenance                  | No Charge | Contact Grounds Area Manager - Mike Ayres: 5-3711 x 185 | Work will be prioritized and completed as per schedule |
| Plantings - Outside    | Non Housing Space  | New Installations            | No Charge | Contact Dianne Gravatt: 5-3711 x 186                    | Work will be prioritized and completed as per schedule |
| Plaster Work           | Any Location       | Repair                       | No Charge | Contact Service Call Center; 5-1234, website or email   | Work will be prioritized and completed as per schedule |
| Plaster Work           | Any Location       | Replace                      | No Charge | Contact Service Call Center; 5-1234, website or email   | Work will be prioritized and completed as per schedule |
| Plumbing               | Classroom          | Repair                       | No Charge | Contact Service Call Center; 5-1234, website or email   | Work will be prioritized and completed as per schedule |
| Plumbing               | Classroom          | Replace                      | No Charge | Contact Service Call Center; 5-1234, website or email   | Work will be prioritized and completed as per schedule |
| Plumbing               | Classroom          | New Installation             | No Charge | Contact Service Call Center; 5-1234, website or email   | Work will be prioritized and completed as per schedule |
| Plumbing               | Departmental Space | Repair                       | No Charge | Contact Service Call Center; 5-1234, website or email   | Work will be prioritized and completed as per schedule |

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| Plumbing                          | Departmental Space | Replace                      | Charge    | Contact Service Call Center @; 5-1234 for applicable PE | Work will proceed upon receipt of customer funding     |
| Plumbing                          | Departmental Space | New Installation             | Charge    | Contact Service Call Center @; 5-1234 for applicable PE | Work will proceed upon receipt of customer funding     |
| Plumbing                          | Public Space       | Repair                       | No Charge | Contact Service Call Center; 5-1234, website or email   | Work will be prioritized and completed as per schedule |
| Plumbing                          | Public Space       | Replace                      | No Charge | Contact Service Call Center; 5-1234, website or email   | Work will be prioritized and completed as per schedule |
| Plumbing                          | Public Space       | New Installation             | No Charge | Contact Service Call Center; 5-1234, website or email   | Work will be prioritized and completed as per schedule |
| Podium - Fixed Enhanced Classroom | Classroom          | Repair                       |           | Contact Enhanced Classroom Support at: 5-3612 x 15      | Service not available through FOS                      |
| Podium - Fixed Enhanced Classroom | Classroom          | Replace                      |           | Contact Enhanced Classroom Support at: 5-3612 x 15      | Service not available through FOS                      |
| Podium - Fixed Enhanced Classroom | Classroom          | New Installation             |           | Contact Enhanced Classroom Support at: 5-3612 x 15      | Service not available through FOS                      |
| Podium - Fixed Enhanced Classroom | Departmental Space | Repair                       |           | Contact Enhanced Classroom Support at: 5-3612 x 15      | Service not available through FOS                      |
| Podium - Fixed Enhanced Classroom | Departmental Space | Replace                      |           | Contact Enhanced Classroom Support at: 5-3612 x 15      | Service not available through FOS                      |
| Podium - Fixed Enhanced Classroom | Departmental Space | New Installation             |           | Contact Enhanced Classroom Support at: 5-3612 x 15      | Service not available through FOS                      |
| Podium - Portable                 | Classroom          | Replace                      | No Charge | Contact Service Call Center; 5-1234, website or email   | Work will be prioritized and completed as per schedule |
| Podium - Portable                 | Classroom          | New Installation             | No Charge | Contact Service Call Center; 5-1234, website or email   | Work will be prioritized and completed as per schedule |
| Podium - Portable                 | Departmental Space | Repair                       | Charge    | Contact Service Call Center @; 5-1234 for applicable PE | Work will proceed upon receipt of customer funding     |
| Podium - Portable                 | Departmental Space | Replace                      | Charge    | Contact Service Call Center @; 5-1234 for applicable PE | Work will proceed upon receipt of customer funding     |
| Podium - Portable                 | Departmental Space | New Installation             | Charge    | Contact Service Call Center @; 5-1234 for applicable PE | Work will proceed upon receipt of customer funding     |
| Power Outage                      | Any Location       | Routine, Urgent or Emergency | No Charge | Contact Service Call Center; 5-1234, website or email   | Immediate response                                     |
| Ramps for ADA                     | Non Housing Space  | Repair                       | No Charge | Contact Service Call Center; phone, website or email    | Work will be prioritized and completed as per schedule |

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| Ramps for ADA           | Non Housing Space  | Replacement                              | Charge    | Contact ADA PE - Maritza Mc Graw @ 5-2155 x 533 for estimate                               | PE will present deficiency to ADA Committee for funding |
| Ramps for ADA           | Non Housing Space  | New Installation                         | Charge    | Contact ADA PE - Maritza Mc Graw @ 5-2155 x 533 for estimate                               | PE will present deficiency to ADA Committee for funding |
| Recycling - general     | Any Location       | Routine                                  | No Charge | None   | Routine service provided as per schedule & standards    |
| Recycling - general     | Any Location       | Information Destruction of documentation |           | Contact Custodial Area Manager - Al Lewis 5-3711 x 184 or call Service Call Center: 5-1234 |   |
| Recycling - large scale | Any Location       |  |           | Contact Material Services - 5-2255   | Service not available through FOS                       |
| Remodeling & Renovation | Any Location       |  | Charge    | Contact Service Call Center @; 5-1234 for applicable PE                                    | Work will proceed upon receipt of customer funding      |
| Rest Room               | Non Housing Space  | Repair                                   | No Charge | Contact Service Call Center; 5-1234, website or email                                      | Work will be prioritized and completed as per schedule  |
| Rest Room               | Non Housing Space  | Replace                                  | No Charge | Contact Service Call Center; 5-1234, website or email                                      | Work will be prioritized and completed as per schedule  |
| Roofs                   | Non Housing Space  | Repair                                   | No Charge | Contact Service Call Center; 5-1234, website or email                                      | Work will be prioritized and completed as per schedule  |
| Roofs                   | Non Housing Space  | Replace                                  | No Charge | Contact Service Call Center; 5-1234, website or email                                      | Work will be prioritized and completed as per schedule  |
| Roofs                   | Non Housing Space  | New Installation                         | No Charge | Contact Service Call Center; 5-1234, website or email                                      | Work will be prioritized and completed as per schedule  |
| Room Set-ups            | Any Location       | Routine                                  | Charge    | Contact Service Call Center @; 5-1234 for applicable PE                                    | Work will proceed upon receipt of customer funding      |
| Room Set-ups            | Any Location       | Information                              |           | Contact Service Call Center; 5-1234, website or email                                      |   |
| Sheet Metal Work        | Non Housing Space  | Repair                                   | No Charge | Contact Service Call Center; 5-1234, website or email                                      | Work will be prioritized and completed as per schedule  |
| Sheet Metal Work        | Non Housing Space  | Replace                                  | No Charge | Contact Service Call Center; 5-1234, website or email                                      | Work will be prioritized and completed as per schedule  |
| Sheet Metal Work        | Non Housing Space  | New Installation                         | Charge    | Contact Service Call Center @; 5-1234 for applicable PE                                    | Work will proceed upon receipt of customer funding      |
| Shelves                 | Departmental Space | Reconfigure                              | Charge    | Contact Service Call Center @; 5-1234 for applicable PE                                    | Work will proceed upon receipt of customer funding      |
| Shelves                 | Departmental Space | New Installation                         | Charge    | Contact Service Call Center @; 5-1234 for applicable PE                                    | Work will proceed upon receipt of customer funding      |

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| Sidewalk/Curbing             | Non Housing Space  | Repair           | No Charge | Contact Service Call Center; 5-1234, website or email  | PE will obtain funding and correct deficiency   |
| Sidewalk/Curbing             | Non Housing Space  | Replace          | No Charge | Contact Service Call Center; 5-1234, website or email  | PE will obtain funding and correct deficiency   |
| Sidewalk/Curbing             | Non Housing Space  | New Installation | No Charge | Contact Service Call Center; 5-1234, website or email  | PE will obtain funding and correct deficiency   |
| Signage - Exterior           | New Construction   | New Installation | Charge    | Project cost includes cost of signage<br>Contact Service Call Center; 5-1234, website or email | Service not available through FOS<br>Work will be prioritized and completed as per schedule |
| Signage - Interior           | Classroom          | Repair           | No Charge | Contact Service Call Center; 5-1234, website or email  | Work will be prioritized and completed as per schedule                                      |
| Signage - Interior           | Classroom          | Replace          | No Charge | Contact Service Call Center; 5-1234, website or email  | Work will be prioritized and completed as per schedule                                      |
| Signage - Interior           | Classroom          | New Installation | No Charge | Contact Service Call Center; 5-1234, website or email  | Work will be prioritized and completed as per schedule                                      |
| Signage - Interior           | Departmental Space | Repair           | Charge    | Contact Service Call Center @; 5-1234 for applicable PE  | Work will proceed upon receipt of customer funding  |
| Signage - Interior           | Departmental Space | Replace          | Charge    | Contact Service Call Center @; 5-1234 for applicable PE  | Work will proceed upon receipt of customer funding  |
| Signage - Interior           | Departmental Space | New Installation | Charge    | Contact Service Call Center @; 5-1234 for applicable PE  | Work will proceed upon receipt of customer funding  |
| Signage - Interior Directory | Public Space       | Repair           | Charge    | Contact Service Call Center @; 5-1234 for applicable PE  | Work will proceed upon receipt of customer funding  |
| Signage - Interior Directory | Public Space       | Replace          | Charge    | Contact Service Call Center @; 5-1234 for applicable PE  | Work will proceed upon receipt of customer funding  |
| Signage - Interior Directory | Public Space       | New Installation | Charge    | Contact Service Call Center @; 5-1234 for applicable PE  | Work will proceed upon receipt of customer funding  |
| Signage - Roadway Director   | Campus wide        | Modification     | No Charge | Contact Service Call Center @; 5-1234 for applicable PE  | Work will be prioritized and completed as per schedule                                      |
| Sinks & Faucets              | Classroom          | Repair           | No Charge | Contact Service Call Center; 5-1234, website or email  | Work will be prioritized and completed as per schedule                                      |
| Sinks & Faucets              | Classroom          | Replace          | No Charge | Contact Service Call Center; 5-1234, website or email  | Work will be prioritized and completed as per schedule                                      |
| Sinks & Faucets              | Classroom          | New Installation | No Charge | Contact Service Call Center; 5-1234, website or email  | Work will be prioritized and completed as per schedule                                      |
| Sinks & Faucets              | Departmental Space | Repair           | No Charge | Contact Service Call Center; 5-1234, website or email  | Work will be prioritized and completed as per schedule                                      |
| Sinks & Faucets              | Departmental Space | Replace in kind  | No Charge | Contact Service Call Center; 5-1234, website or email  | Work will be prioritized and completed as per schedule                                      |

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| Sinks & Faucets    | Departmental Space | New Installation                                | Charge    | Contact Service Call Center @; 5-1234 for applicable PE | Work will proceed upon receipt of customer funding                     |
| Sinks & Faucets    | Public Space       | Repair  | No Charge | Contact Service Call Center; 5-1234, website or email   | Work will be prioritized and completed as per schedule                 |
| Sinks & Faucets    | Public Space       | Replace in kind                                 | No Charge | Contact Service Call Center; 5-1234, website or email   | Work will be prioritized and completed as per schedule                 |
| Sinks & Faucets    | Public Space       | New Installation                                | No Charge | Contact Service Call Center; 5-1234, website or email   | Work will be prioritized and completed as per schedule                 |
| Slippery Surfaces  | Any Location       | Routine, Urgent or Emergency                    | No Charge | Contact Service Call Center; 5-1234, website or email   | Immediate response   |
| Small Appliance    | Classroom          | Repair  | No Charge | Contact Service Call Center; 5-1234, website or email   | Work will be prioritized and completed as per schedule                 |
| Small Appliance    | Departmental Space | Repair  | Charge    | Contact Service Call Center @; 5-1234 for applicable PE | Work will proceed upon receipt of customer funding                     |
| Small Appliance    | Public Space       | Repair  | No Charge | Contact Service Call Center; 5-1234, website or email   | Work will be prioritized and completed as per schedule                 |
| Special Events     | Any Location       | Set-up - 48 hour notice required                | Charge    | Contact Service Call Center @; 5-1234 for applicable PE | Work will proceed upon receipt of customer funding                     |
| Special Events     | Any Location       | Planning - 48 hour notice required              | Charge    | Contact Service Call Center @; 5-1234 for applicable PE | Work will proceed upon receipt of customer funding                     |
| Spills             | Non Housing Space  | Routine, Urgent or Emergency                    | No Charge | Contact Service Call Center; 5-1234, website or email   | Immediate response   |
| Stairs             | Non Housing Space  | Repair  | No Charge | Contact Service Call Center; 5-1234, website or email   | Work will be prioritized and completed as per schedule                 |
| Stairwell cleaning | Non Housing Space  | Routine   | No Charge | None  | Routine service provided as per schedule & standards                   |
| Stairwell cleaning | Non Housing Space  | Problems  | No Charge | Contact Service Call Center; 5-1234, website or email   | Work will be prioritized and completed as per schedule                 |
| Strip & Wax Floors | Any Location       | Routine   | No Charge | None  | Routine service provided as per schedule & standards (1 time per year) |
| Strip & Wax Floors | Any Location       | Customer Request, in addition to annual service | Charge    | Contact Custodial Area Manager - Al Lewis: 5-3711 x 184 | Work will proceed upon receipt of customer funding                     |
| Telephone          | Any Location       | Repair  |           | Contact Telephone Services at 5-2729                    | Service not available through FOS                                      |
| Telephone          | Any Location       | Install   |           | Contact Telephone Services at 5-2729                    | Service not available through FOS                                      |
| Thermostat         | Non Housing Space  | Repair  | No Charge | Contact Service Call Center; 5-1234, website or email   | Work will be prioritized and completed as per schedule                 |

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| Thermostat          | Non Housing Space                 | Replace                                     | No Charge | Contact Service Call Center; 5-1234, website or email                                    | Work will be prioritized and completed as per schedule                                    |
| Thermostat          | Non Housing Space                 | New Installation                            | Charge    | Contact Service Call Center @; 5-1234 for applicable PE                                  | Work will proceed upon receipt of customer funding  |
| Threshold           | Non Housing Space                 | Repair                                      | No Charge | Contact Service Call Center; 5-1234, website or email                                    | Work will be prioritized and completed as per schedule                                    |
| Threshold Tools     | Non Housing Space<br>Any Location | Replace<br>Loan or rental                   | No Charge | Contact Service Call Center; 5-1234, website or email                                    | Work will be prioritized and completed as per schedule                                    |
| Trash Removal       | Non Housing Space                 | Routine                                     | No Charge | None   | Service not available through FOS<br>Routine service provided as per schedule & standards |
| Trash Removal       | Non Housing Space                 | Problems<br>Routine, Urgent or<br>Emergency | No Charge | Contact Service Call Center; 5-1234, website or email                                    | Work will be prioritized and completed as per schedule                                    |
| Tripping Hazards    | Non Housing Space                 | Emergency                                   | No Charge | Contact Service Call Center; 5-1234, website or email                                    | Immediate response  |
| Uniform Procurement | Any Location                      |   |           | Contact Purchasing: 2-4375   | Service not available through FOS   |
| Vehicle Services    | Campus Wide                       | Repair                                      | Charge    | Contact B/L Campus Automotive Services: 5-4072 or C/D Campus Automotive Services: 2-9456 | Work will proceed upon receipt of customer funding  |
| Vehicle Services    | Campus Wide                       | Inspection                                  | Charge    | Contact B/L Campus Automotive Services: 5-4072 or C/D Campus Automotive Services: 2-9456 | Work will proceed upon receipt of customer funding  |
| Vehicle Services    | Campus Wide                       | Rental                                      |           |  | Service not available through FOS   |
| Venetian Blinds     | Classroom                         | Repair                                      | No Charge | Contact Service Call Center; 5-1234, website or email                                    | Work will be prioritized and completed as per schedule                                    |
| Venetian Blinds     | Classroom                         | New installation                            | No Charge | Contact Service Call Center; 5-1234, website or email                                    | Work will be prioritized and completed as per schedule                                    |
| Venetian Blinds     | Departmental Space                | Repair                                      | Charge    | Contact Service Call Center @; 5-1234 for applicable PE                                  | Work will proceed upon receipt of customer funding  |
| Venetian Blinds     | Departmental Space                | New installation                            | Charge    | Contact Service Call Center @; 5-1234 for applicable PE                                  | Work will proceed upon receipt of customer funding  |
| Venetian Blinds     | Public Space                      | Repair                                      | No Charge | Contact Service Call Center; 5-1234, website or email                                    | Work will be prioritized and completed as per schedule                                    |
| Venetian Blinds     | Public Space                      | New installation                            | No Charge | Contact Service Call Center; 5-1234, website or email                                    | Work will be prioritized and completed as per schedule                                    |
| Wall Covering       | Departmental Space                | Repair                                      | Charge    | Contact Service Call Center @; 5-1234 for applicable PE                                  | Work will proceed upon receipt of customer funding  |

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| Wall Covering          | Departmental Space | New installation                                     | Charge    | Contact Service Call Center @; 5-1234 for applicable PE | Work will proceed upon receipt of customer funding   |
| Wall Patching          | Non Housing Space  | Repair   | No Charge | Contact Service Call Center; 5-1234, website or email   | Work will be prioritized and completed as per schedule   |
| Water Fountain         | Public Space       | Repair   | No Charge | Contact Service Call Center; 5-1234, website or email   | Work will be prioritized and completed as per schedule   |
| Water Fountain         | Public Space       | Replace  | No Charge | Contact Service Call Center; 5-1234, website or email   | Work will be prioritized and completed as per schedule   |
| Water Fountain         | Public Space       | New Installation                                     | No Charge | Contact Service Call Center; 5-1234, website or email   | Work will be prioritized and completed as per schedule   |
| Water Leaks            | Non Housing Space  | Routine, Urgent or Emergency                         | No Charge | Contact Service Call Center; 5-1234, website or email   | Work will be prioritized and completed as per schedule   |
| Water Shut Off/Turn On | Non Housing Space  | Routine, Urgent or Emergency                         | No Charge | Contact Service Call Center; 5-1234, website or email   | Work will be prioritized and completed as per schedule   |
| Window - Exterior      | Non Housing Space  | Cleaning - without the need of specialized equipment | No Charge | Contact Service Call Center; 5-1234, website or email   | Work will be prioritized and completed as per schedule   |
| Window - Exterior      | Non Housing Space  | Cleaning - using specialized equipment               | No Charge | Contact Service Call Center @; 5-1234 for applicable PE | PE will obtain funding and correct deficiency  |
| Window - Interior      | Non Housing Space  | Cleaning   | No Charge | Contact Service Call Center; 5-1234, website or email   | Work will be prioritized and completed as per schedule   |
| Window Repair          | Non Housing Space  | Routine, Urgent or Emergency                         | No Charge | Contact Service Call Center; 5-1234, website or email   | Work will be prioritized and completed as per schedule, If Security issue, contact University Police |
| Window Treatment       | Classroom          | Repair   | No Charge | Contact Service Call Center; 5-1234, website or email   | Work will be prioritized and completed as per schedule   |
| Window Treatment       | Classroom          | New installation                                     | No Charge | Contact Service Call Center; 5-1234, website or email   | Work will be prioritized and completed as per schedule   |
| Window Treatment       | Departmental Space | Repair   | Charge    | Contact Service Call Center @; 5-1234 for applicable PE | Work will proceed upon receipt of customer funding   |
| Window Treatment       | Departmental Space | New installation                                     | Charge    | Contact Service Call Center @; 5-1234 for applicable PE | Work will proceed upon receipt of customer funding   |
| Window Treatment       | Public Space       | Repair   | No Charge | Contact Service Call Center; 5-1234, website or email   | Work will be prioritized and completed as per schedule   |
| Window Treatment       | Public Space       | New installation                                     | No Charge | Contact Service Call Center; 5-1234, website or email   | Work will be prioritized and completed as per schedule   |